

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

FUNDING OPPORTUNITY TITLE: Fiscal Year 2015 Pollution Prevention Grant Program

STATUTORY AUTHORITY: Pollution Prevention Act of 1990, Section 6605, Public Law 101-508

ANNOUNCEMENT TYPE: Request for Proposals (RFP)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.708

FUNDING OPPORTUNITY NUMBER: EPA-HQ-OPPT-2015-002

SUBMISSION DATE: Proposals are due **Thursday, May 14, 2015, 11:59 pm, (ET)**. EPA will receive proposals electronically through Grants.gov. Proposals will be date and time stamped. Proposals must be submitted on time in order to be considered for funding.

SUMMARY OF ANNOUNCEMENT

EPA annually releases Pollution Prevention (P2) grant funds to state entities, federally-recognized tribes and intertribal consortia for the purpose of delivering technical assistance and/or training to businesses. P2 grant funding encourages businesses to adopt strategies and solutions that can significantly reduce or eliminate pollution from the source. EPA anticipates awarding approximately \$3.97 million in P2 grant funding during Fiscal Year (FY) 2015 to states and tribes.¹ Awards may be funded in the form of grants and/or cooperative agreements and will be issued and managed by EPA's Regional Pollution Prevention Program Offices (herein referred to as the Regions). The amount of grant funding released is dependent upon Congressional appropriation and the quality of proposals received.

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¹ FY 2015 represents the period from October 1, 2014 – September 30, 2015. Region 4 will cap individual awards within a range between \$60,000 to \$80,000. Region 6 will cap individual awards at \$180,000.

APPENDICES

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FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description: Under this announcement, the Regions are publicizing a competitive funding opportunity for state entities and federally-recognized tribes and intertribal consortia to submit P2 project proposals that may qualify them for FY 2015 P2 grants.² Proposals favored for funding are those that help businesses adopt and implement approaches or tools, utilize outreach material or attend training in best management practices for the purpose of reducing or eliminating hazardous pollutants from air, water and land. Under the authority of the Pollution Prevention Act of 1990 (PPA), the Regions anticipate approximately \$3.97 million will be released through grants and/or cooperative agreements.³ **Applicants are strongly encouraged to read this announcement as it provides important new information on the goals of the program, offers updated agency grant policies and program requirements, and provides revised evaluation criteria.**

A. Purpose of P2 Grant Projects: Projects are to provide businesses with technical advice, on-site technical assistance, classroom training, professional certification, etc. Projects should highlight: 1) the business recipient of the technical assistance/training activity; 2) the type of technical assistance and/or training activity; 3) how, when and where the technical assistance/training will be provided; and 4) how the technical assistance/training will be assessed to measure environmental performance, and environmental and human health concerns.

Examples of acceptable P2 grant activities may include, but are not limited to: 1) Providing on-site P2 training for small to mid-sized businesses to large manufacturers on Lean and Green; 2) Helping businesses set up environmental management system protocols; 3) Offering P2 workshops to businesses; 4) Offering technical advice to state agencies or state university staff who in turn use this information to train businesses on best management practices; 5) Providing certification seminars to businesses; 6)

² 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 or universities that are not chartered as a part of state government are not eligible. Colleges and universities must include documentation demonstrating that they are chartered as a part of a state government. Documentation 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. Federally-recognized tribes and intertribal consortia must meet the requirements for treatment in a manner similar to a state. These requirements are referenced in 40 CFR 35.663 and 40 CFR 35.504 respectively.

³ Assistance agreements under this announcement are awarded under the authority of §6605 of the PPA of 1990, Public Law 101-508, 42 U.S.C. 13104, 40 CFR 35.340 and 35.660. Refer to <http://epw.senate.gov/PPA90.pdf> for more information.

Supporting recognition programs to honor businesses that adopt, implement and promote P2, etc.

B. National P2 Emphasis Areas for FY 2015: EPA's national P2 Program is retooling the P2 grant program to address three topic areas suitable for expansion in the business community and ready for immediate implementation. The three topic areas are referred to as national P2 emphasis areas. Under each topic area, examples are provided to explain the types of activities that may be considered. Applicants are to select one or more of the emphasis areas as the focus of their P2 grant proposals.

1. Climate Change Mitigation/Prevention of Greenhouse Gas Emissions: Implement P2 projects that achieve significant and measureable reductions of greenhouse gas (GHG) emissions and/or energy efficiency through technical assistance to businesses.

Examples of projects under this national emphasis area may include, but are not limited to:

- Implementing pollution prevention activities that could support energy efficiency measures for businesses that States are considering for their §111(d) plan.⁴
- Implementing and measuring energy use/GHG reductions through combined heat and power projects for businesses, could involve a multi-sector approach.
- Implementing and measuring energy use/GHG reductions through implementation of pump and generator efficiencies for businesses, could involve a multi-sector approach.
- Involving college and university engineering departments to identify opportunities to reduce heat loss in targeted industries.
- Focusing on [Economy, Energy and Environment \(E3\)](#) assessments concerning GHG reductions through process and materials substitution as well as chemical substitutions for hydrofluorocarbons and other highly potent GHGs.
- Offering training and other assistance to businesses and technical assistance providers to help identify and implement substitutions for chemicals and substances with significant environmental impacts including highly potent GHG chemicals.
- Offering technical assistance to businesses to reduce their energy consumption from industrial processes such as lighting, hot water use, compressed air, natural gas, etc.

⁴ Under §111 of the Clean Air Act (CAA) EPA has the broad authority to issue standards, regulations or guidelines that address greenhouse gas emissions released by new and existing electric utility power plants, including modifications to those plants. Under §111(d) of the CAA, EPA has the authority to establish air emission guidelines while the states have the authority to design and support environmental programs to carry out those guidelines in order to realize air emission reductions. P2 grants may be used to support measures to help carry out those guidelines.

- 2. Food Manufacturing:** Implement pollution prevention projects that support more sustainable food manufacturing resulting in reduced greenhouse gas emissions, water usage, hazardous materials generation and use, and/or business costs.

Examples of activities under this national emphasis area may include, but are not limited to:

- Implementing and measuring water conservation techniques (e.g., use of high volume, low pressure washing systems that reuse water; implement alternatives to wastewater conveyance by transferring solids and particulate matter using augers or conveyors or manually to minimize loadings to wastewater systems).
- Implementing and measuring reduction of energy use and energy efficiency.
- Implementing and measuring green chemistry solutions (e.g., reduce quantity and toxicity of cleaning products or food processing chemicals).
- Implementing and measuring reduced air emissions and water discharges (e.g., focus on Clean Air Act §112(r) requirements to prevent ammonia refrigeration leaks and other accidental releases – <http://www2.epa.gov/rmp>).
- Establishing food-manufacturing roundtables to exchange information, ideas, and technology information among food manufacturers.
- Focusing [Economy, Energy and Environment \(E3\)](#) assessments on source reduction of food waste at one facility or at multiple points in the supply chain through more efficient food processing and handling of products.

- 3. State or Community Approaches to Hazardous Materials Source Reduction:** Implement state or community-based approaches to hazardous materials source reduction activities that result in reduced generation and use of hazardous materials.⁵

Examples of activities under this national emphasis area may include, but are not limited to:

- Assisting businesses to improve material practices that reduce the risk of release of hazardous chemicals during a storm or other event.
- Identifying and targeting businesses within environmental justice communities or communities at high risk of flooding or natural disasters that use hazardous materials and provide P2 assessment and training.

⁵ The term community defined under this emphasis area applies the definition used under the agency's cross-agency strategy action plan on communities. For more information, click on: <http://www2.epa.gov/sites/production/files/2015-02/documents/communities-action-plan-fy15.pdf>.

- Amplifying [Toxic Release Inventory \(TRI\)-P2 reporting](#) and using TRI P2 data to target similar businesses or operations for similar P2 opportunities in hazardous materials source reduction.
- Creating community partnerships (between businesses and local municipalities, schools, etc.) to identify and reduce use of hazardous materials.
- Creating training and other assistance methods to teach businesses to identify and reduce the use of hazardous chemicals in their facilities through source reduction techniques and/or practices, e.g., participating in [EPA's Safer Choice program](#), using Safer Choice-labeled products, or using [EPA's Safer Chemical Ingredients List](#).
- Creating regional manufacturing roundtables.
- Developing community-based [Economy, Energy and Environment \(E3\)](#) projects that would result in reduced generation and use of hazardous substances, pollutants, and/or contaminants and increase efficiency by manufacturers.
- Promoting remanufacturing of certain higher-value used solvents into commercial-grade products to extend their useful life and reduce the manufacturing and use of virgin solvents, resulting in economic efficiencies, fewer hazardous releases, as well as increased energy conservation and reduced GHG emissions.

C. EPA Regional P2 Priorities: Each Region has developed a set of priorities that may expand upon the national emphasis areas noted above and/or may highlight specific environmental issues, projects, and/or programs of particular interest to the Region. Applicants are to select one or more of the Region's priority areas as part of their proposal. Work proposed in multiple Regions will not be considered.⁶

Region 1 (CT, MA, ME, NH, RI, VT)

The Region does not intend to identify regional priorities outside of the national emphasis areas; we are identifying the following regional priorities that align with the national emphasis areas:

Aligning with the Climate Change Mitigation & State and Community Approaches to Hazardous Materials Source Reduction under the National P2 Emphasis Areas

- Promote projects that achieve results in one or more of the four P2 metrics (e.g., metric tons of carbon equivalents; gallons of water; pounds of hazardous materials; and dollars) with particular emphasis on reducing hazardous materials through P2 practices (e.g., source reduction through green chemistry and engineering, green procurement, etc.) The projects should focus on manufacturing and commercial operations that impact local communities, especially in communities that: a) bear a disproportionate share of the negative environmental consequences resulting from industrial and commercial operations; and/or b) are susceptible to flooding.
- Assess business profiles in communities designated by Federal Emergency Management Agency or FEMA on national insurance maps as high risk for flooding or are otherwise prone to natural

⁶ Applicants residing in one Region may propose work in a different Region. In this circumstance, proposals must be sent to the Region where the work will take place.

disasters. Develop and implement outreach strategies based on these profiles designed to result in source reduction and improved preparedness for natural disasters.

- Relying on existing regulatory requirements, best practices and source reduction approaches, identify tools and information to be used in outreach to businesses in these high flood risk or otherwise vulnerable communities, emphasizing the importance of source reduction of hazardous substances, pollutants or contaminants that might release in the event of floods, thereby posing risks to human health or the environment.
- Assess the need to customize sector outreach tools and disaster preparedness tools and most effective and efficient methods of distributing these tools including online training (e.g. webinars and or self-paced online training modules).
- Convene roundtable conversations of federal, state, local and business and industry partners and community groups to increase source reduction opportunities and preparedness levels of businesses in flood-prone communities and or communities with a disproportionate share of the negative environmental consequences resulting from industrial and commercial operations.

Aligning with the Food Manufacturing/Processing National P2 Emphasis Area:

Projects in the food processing/manufacturing sector to assist businesses can include, but are not limited to:

- Implement and measure water conservation techniques.
- Implement and measure reduction of energy use (energy efficiency).
- Implement and measure green chemistry solutions that reduce quantity and toxicity of cleaning products or food processing chemicals.
- Implement and measure reduced air emissions and water discharges e.g., focus on Clean Air Action § 112(r) requirements to prevent ammonia refrigeration leaks and other accidental releases (<http://www2.epa.gov/rmp>).
- Establish a food manufacturing roundtable to exchange information, ideas, and technology information among food manufacturers.
- Projects that include [Economy, Energy and Environment \(E3\)](#) assessments on source reduction of food waste and reductions of energy and water conservation at one facility or at multiple points in the supply chain through more efficient food processing and handling of product.
- Convene roundtable conversations regarding any of the following opportunities in food processing:
 - Reduce hazardous substances pollutants or contaminants at the source
 - Conservation of energy, water and raw materials
 - Reduction of food and solid waste (reported separately from P2 results)
 - Improved environmental compliance

Partners to be convened include: federal agencies (U.S. EPA, U.S. Department of Agriculture, U.S. Food and Drug Administration), state agencies, trade & professional associations, academia (especially state colleges and universities), business and industry representatives and other key partners including manufacturing extension programs and economic development.

- Develop and promote case studies on food manufacturing/processing businesses demonstrating excellence in applying source reduction practices and operations that have achieved results in any of the four P2 metrics.

Region 2 (NJ, NY, PR, VI)

Promote projects that:

- Achieve quantifiable, measurable results in energy conservation, water conservation, reducing the generation and use of hazardous materials (e.g., toxics in products and processes), and saving money. Results need to be in one or more of the following metrics:
 - metric tons of carbon equivalents
 - gallons of water
 - pounds of hazardous materials
 - dollars
- Address the above criteria and focus on reducing hazardous materials through P2 practices (e.g., green chemistry and engineering, green procurement, etc.). The projects should focus on manufacturing and commercial operations that impact local communities, especially in communities that:
 - bear a disproportionate share of the negative environmental consequences resulting from industrial and commercial operations, and
 - are susceptible to flooding.

Region 3 (DE, DC, MD, PA, VA, WV)

Promote projects that support:

- P2 technical assistance programs with the goal of achieving measurable P2 results from businesses.
- P2 projects that assist businesses to [Lean and Green](#) their operations with the goal of achieving measurable P2 results. Of particular interest are collaborative projects to implement the [Economy, Energy and Environment \(E3\)](#) initiative, or to pilot a by-product synergy network that addresses hazardous materials.

Region 4 (AL, FL, GA, KY, MS, NC, SC, TN)

Promote projects that support:

- P2 technical assistance and strategies for the manufacturing sector that achieve measureable results in reduction of hazardous waste, conservation of water and/or energy, reduction in greenhouse gases, and cost savings. Of particular interest are amplifying projects that support the National Emphasis Areas as defined above and utilize existing tools/programs such as the [Economy, Energy and Environment \(E3\)](#) framework and the [Investing in Manufacturing Communities Partnership](#).
- Connections among green building, neighborhood connectivity, and/or construction sectors. Projects should focus on hazardous waste reduction, cost savings, reducing greenhouse gas emissions, energy efficiency and reducing air emissions associated with transportation and water conservation. *Projects that will not be considered under this topic area include those that seek to use funds for equipment and supplies that will be used to retrofit buildings (e.g., changing out lighting, windows etc.) or building systems upgrades.*

Region 4 will cap individual awards within a range between \$60,000 to \$80,000.

Region 5 (IL, IN, MI, MN, OH, WI)

The Region does not intend to identify regional priorities outside of the national emphasis areas; we are identifying the following regional priorities that align with the national emphasis areas:

Promote projects that:

- Support P2 technical assistance to businesses that achieve measureable results in reduction of hazardous waste, conservation of water and/or energy, reduction in greenhouse gases, and cost savings in one or more of the three P2 national emphasis areas as defined above.
- Include P2 technical assistance to businesses in overburdened and underserved communities in one or more of the three P2 national emphasis areas as defined above.

Region 6 (AR, LA, NM, OK, TX)

Promote projects that:

- Use P2/source reduction techniques and strategies for any business, as referenced in the Pollution Prevention Act (e.g., energy efficiency, [Lean and Green](#) techniques) and achieve measurable results by reducing pollution and hazardous waste, limiting water use, saving money, reducing greenhouse gases and/or conserving energy.
- Support impacted vulnerable communities.
- Achieve P2 results in high impact sectors such as petrochemical industry, resource extraction, entertainment (sports, hospitality, parks) and agriculture.

- Integrate P2 into emerging environmental challenges (drought, weather variability, peak demand).
- Provide education and training that help businesses manage materials in a more sustainable way including an emphasis on measurable source reduction.

Region 6 will cap individual awards at \$180,000. Proposals requesting over \$180,000 will not be considered.

Region 7 (IA, KS, MO, NE)

Promote projects that:

- Attain powerful, demonstrable, achievable, viable P2 performance outcomes (greenhouse gases, water, toxics/pollutants, and savings).
- Support more sustainable water systems – water quality as it relates to discharges and water quantity as it relates to consumption.
- Support the enhancement of formal P2 curricula. At the university baccalaureate level, this shall require a baseline consideration that the course is in the catalogue of an accredited engineering curriculum and has a minimum credit value of at least three hours. For courses at less than a baccalaureate level there will be commensurate standards requiring accreditation and professional, licensed oversight.
- Support an established [Economy, Energy & Environment \(E3\)](#) program in Region 7 in which EPA Region 7 is already an existing partner.

Region 8 (CO, MT, ND, SD, UT, WY)

Promote projects that:

- Provide pollution prevention technical assistance for businesses to address state environmental priorities and reduce greenhouse gases, hazardous waste, increase energy and water efficiency, and save money while leading to measurable environmental outcomes.
- Demonstrate new, innovative practices that promote measurable pollution prevention/source reduction efforts.

Region 9 (AZ, CA, HI, NV, AS, GU)

Promote projects that:

- Integrate green chemistry principles and concepts into product or process redesign, manufacturing, policy or procurement. Focus should be on practical approaches (tools, training, technical assistance, etc.) that help the public and private sectors apply the concepts of green chemistry in making operational and strategic decisions. Projects should consider how to reduce

use of or exposure to EPA's [Toxic Substances Control Act \(TSCA\) work plan chemicals](#) where final assessments indicate significant risk.

- Support environmentally preferable purchasing or public access to information on chemicals in products, in order to influence regional or national markets.
- Support source reduction technical assistance for businesses, with a focus on reduction in hazardous materials use and reduction of wasted food.

Region 10 (AK, ID, OR, WA)

Promote projects that:

- Prevent the production and/or emission of greenhouse gases by integrating energy/fuel efficiency and/or chemical substitution support into P2 technical assistance.
- Support state priorities like safer chemical alternatives, [Lean and the Environment](#), P2 planning, and toxics initiatives to assist businesses.
- Provide technical assistance to businesses involving cross regional and national P2 initiatives, including [Economy, Energy and the Environment \(E3\)](#).

D. Program Requirements:

- 1. 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.) authorizes EPA to award grants and 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 state colleges/universities, federally-recognized tribes that meet the requirements for treatment in a manner similar to a state (40 CFR 35.663) and intertribal consortia (40 CFR 35.504).⁷
- 2. Definition of P2:** For purposes of this announcement, P2 does not include any practice which alters the physical, chemical, or biological characteristics or the volume of a hazardous substance, pollutant, or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or the providing of a service (refer to PPA Section 6603 and 40 CFR 35.343 and 35.662). Recycling of discarded materials cannot serve as a basis for P2 grant funding and is more suited to grants awarded by EPA's Office of Resource Conservation and Recovery. For more information on recycling and related programs, go to: <http://www.epa.gov/epawaste/conserve/>.

⁷ Colleges or universities that are agencies or instrumentalities of a state government are eligible. Colleges or universities that are not chartered as a part of state government are not eligible. Colleges and universities must include documentation demonstrating that they are chartered as a part of a state government. Documentation may include: 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.

3. **Examples of P2:** The P2 Program encourages providing technical assistance on source reduction to businesses. It discourages a focus on reducing non-hazardous pounds of pollution and materials. P2 can be accomplished via training or technology modifications; technical assistance on modifying processes or procedures and extending the life of non-discarded hazardous materials; training on redesigning products that use fewer materials; or training on the substitution of raw materials to support a more environmentally preferable method. For more information, applicants may locate summaries of previously awarded P2 grants by going to: <http://www.epa.gov/oppt/p2home/pubs/grants/index.htm#p2grant>.
4. **Statutory Criteria⁸:** As mandated in PPA 6605(b) and EPA's P2 regulations within 40 CFR 35.342 and 35.661, a P2 grant proposal must address and will be evaluated on whether it:
 - a. 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;
 - b. Targets assistance to businesses for whom lack of information is an impediment to source reduction; and
 - c. Provides training in source reduction techniques. Such training may be provided through local engineering schools or other appropriate means.
5. **Cost Sharing and Matching Requirements:** P2 grant recipients, as required under Section 6605(b) of the PPA, must provide at least a 50 percent match of the total allowable project cost. Refer to **Section III.A**.
6. **Proposal Funding Period:** One to three years.
7. **Statutory Measurement Provisions and Environmental Results Policy:** As authorized under Section 6605 of the PPA (Public Law 101-508, 42 U.S.C 13104), the Agency “shall establish appropriate means for measuring the effectiveness of the State grants made under this section in promoting the use of source reduction techniques by businesses.” This topic relates to **Section V.A** – environmental results evaluation criterion **2c**.
 - a. To comply with PPA Section 6605 and EPA’s Environmental Results Policy Order, 5700.7A1, applicants are required to provide qualitative and quantitative estimates of expected outcomes and outputs of P2 grant project activities, and develop a plan for tracking and measuring their progress towards achieving the expected outcomes and outputs. For specific guidance on what is required, please refer to **Appendix B**.
 - b. For expected outcomes specifically, applicants are required to provide a plan for itemizing any and all facility-level results with the corresponding facility implementation activities

⁸ Statutory criteria will be used to evaluate proposals along with other evaluation criteria noted in Section V.A.

(or state why this would be burdensome or present a confidentiality concern). This is authorized under PPA Section 6605 and satisfies the 5700.7A1 requirement to develop a plan to track and measure progress towards achieving expected outcomes. Further explanatory guidance is in **Appendix B**.

- 8. Alignment with EPA's Strategic Plan:** Proposals are required to commit to working towards the five long-term P2 targets provided in the Agency's FY 2014-2018 Strategic Plan. The P2 Program's targets are located under Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution, Objective 4.2: Promote Pollution Prevention.

Strategic measures:

- By 2018, reduce 600 million pounds of hazardous materials cumulatively through pollution prevention.
- By 2018, reduce 7 million metric tons of carbon dioxide equivalent (MMTCO₂Eq.) cumulatively through pollution prevention.
- By 2018, reduce 6.9 billion gallons of water use cumulatively through pollution prevention.
- By 2018, save \$1.3 billion in business, institutional, and government costs cumulatively through pollution prevention improvements.
- By 2018, increase the number of safer chemicals and safer chemical products cumulatively by 1,900 products as recognized by the [Design for the Environment program](#).⁹

To view the Plan, click here: [EPA's FY 2014-2018 Strategic Plan](#). Refer to pp. 35-36 and p.72 for information related to P2.

- 9. Engaging Partners in P2 Grant Work:** Applicants who develop strong relationships with other environmental or business assistance providers can greatly enhance their opportunity for securing state and federal resources in the future.

- a. Types of Partnerships:** Partnerships may include university-based technical assistance and cooperative extension programs, and other environmental assistance programs offered within the state or tribe. Partnerships are also encouraged among trade organizations, federal programs and with regional and national programs such as with the Pollution Prevention Resource Exchange (P2Rx) Centers, 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 Standards and Technology (NIST) Manufacturing Extension Partnership Program, the Department of Energy's (DOE) Industrial Assessment Centers, etc.¹⁰ By

⁹ In March 2015, EPA's Design for the Environment Program will be renamed the [Safer Choice Program](#).

¹⁰ If a partnership is formed with another federal program, the cash or in-kind contribution may not be

developing such partnerships, applicants can leverage outside expertise.

- b. Making Use of P2Rx Centers:** EPA annually allocates a portion of its state and tribal assistance grant funding to maintain the development and dissemination of peer-reviewed P2 content to promote P2 practices by state and local governments as well as institutions and businesses through P2Rx Centers. The Centers promote networking through regional and national listservs, websites, webinars and conferences. The Centers also support P2 measurement work through the National P2 Results database system. To prevent duplication of P2 grant efforts, the Regions strongly encourage applicants to explore opportunities for collaboration with their regional P2Rx Center. Applicants should contact their Center to find out what kind of information or services may be available to assist in their proposed work. For more details on P2Rx, please visit <http://www.p2rx.org>.

II. Award Information: The Regions anticipate approximately \$3.97 million will be available in FY 2015 to issue P2 grants and cooperative agreements to eligible applicants. As in previous years, individual P2 grant awards are expected to be in the range of \$20,000-\$180,000. The dollar amount and the quantity of grants issued will depend upon Congressional appropriation and the quality of proposals received. Under this announcement, it is anticipated that approximately 60 proposals will be submitted and approximately 40 awards will be issued. The Regions anticipate that final selections will be made 180 days after this announcement is published. Each Region reserves the right to reject all proposals and issue no awards, or issue fewer awards than anticipated. All awards will be consistent with the applicable EPA regulations and grant policies. In addition, each Region reserves the right to issue additional awards under this announcement, if additional funding becomes available. Additional awards will be made no later than six months from the date of the original selections.

A. Partial Funding: In appropriate circumstances, Regions may reserve the right to partially fund proposals by funding discrete activities, portions, or phases of a proposal. Regions which decide to partially fund proposals will do so in a manner that will not prejudice any applicant or affect the basis upon which a proposal or a portion thereof will be evaluated or selected for an award and therefore maintain the integrity of the competition, evaluation and selection process.

Partial funding allows for flexibility in awarding P2 grant funds. In order to be considered for partial funding, applicants will draft budgets that have clearly delineated activities or phases with separate budget estimates for each activity/phase of a project. The proposals will include budgets that estimate costs for each category (e.g., labor, fringe benefits, travel, equipment, supplies, contractors, and other direct costs or indirect costs). The budgets will itemize these costs under each project and will identify activities (and corresponding estimated costs) covered by the 50 percent match. Refer to **Section III.A** for additional information on the match requirement.

B. Incremental Funding: P2 grant funding also may be issued as multi-year awards divided into year-long increments. For example, an applicant may request \$90,000 in total funding to be evenly divided in increments of \$30,000 each year over a three-year period. In keeping with this example, the applicant

used by the applicant to supplement the match requirement provided under this announcement. For more information on Cost Sharing and Matching Requirements, please refer to Section III.A.

will provide as part of their proposal a three-year budget detailing how funds will be used for each of the three years. The Region will have the discretion to fund any or all of the three years. If incremental funding is offered, use of such funding is not guaranteed. Incremental funding will be contingent upon a range of factors, including federal funding availability in subsequent years, programmatic and performance history of the grantee, programmatic priorities of the Region and/or other evaluation factors.

C. Funding Restrictions: Applicants will clearly demonstrate how P2 grant funds will promote source reduction techniques by businesses.¹¹ Funding may only be used for the purposes set forth in the grant agreement and will be consistent with EPA's statutory authority (PPA Section 6605) under the P2 grant program and with agency regulations (refer to 40 CFR 35.340 or 35.660, as applicable). Grant funds will not fund Electronic Product Environmental Assessment Tool (EPEAT) purchasing activity. Grant funds will not be used as matching funds for other federal grants, lobbying, or support intervention in federal regulatory or adjudicatory proceedings. In addition, agency grant funds will not be used to sue the federal government or any other government entity.

All costs incurred under this program must be allowable under 2 CFR Part 200 Subpart E. In accordance with applicable law, regulation, and policy, any recipient of funding must agree to comply with restrictions on using assistance funds for unauthorized lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts). See e.g., 2 CFR 200.450. Funds generally cannot be used to pay for travel by federal agency staff. Proposed project activities must also comply with all state and federal regulations applicable to the project area. The applicant must also review the solicitation for any other programmatic funding restrictions applicable to this program. If awarded funding, the recipient must refer to the terms and conditions of its award for other funding restrictions applicable to its award. It is the responsibility of the recipient to ensure compliance with these requirements. In addition, please see 2 CFR §1500.8 for information on pre-award costs. If necessary, the Region will subtract the proposed ineligible costs from the final approved budget.

D. Types of Assistance Agreements: P2 grant funds will be issued in the form of grants and/or cooperative agreements under the authority of PPA, Section 6605. The Region will not be substantially involved in the performance of grants. However, if a cooperative agreement is awarded the Region may have substantial technical interaction with the grant recipient. Under this type of agreement, the Region may: review and approve project phases, review proposed work of sub-grantees and contractors collaborating with the grant recipient; review and approve proposed procurements in accordance with 2 CFR 317 and 2 CFR 318; monitor the operation of the projects; approve qualifications of key personnel; closely monitor the grant recipient's performance; approve any proposed changes to the work plan and/or budget; and review and comment on tasks or deliverables and reports or publications prepared under the cooperative agreement.

III. Eligibility: Eligible applicants include 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

¹¹ Applicants will need to note a connection to aiding businesses in their proposals. Applicants may refer to the EPA P2 Grant Program Frequently Asked Questions page for more information – <http://epa.gov/p2/pubs/grants/ppis/FAQP2RFP.pdf>.

agency or instrumentality of a state, including state colleges/universities, federally-recognized tribes that meet the requirements for treatment in a manner similar to a state (40 CFR 35.663) and intertribal consortia (40 CFR 35.504).¹²

A. Cost Sharing and Matching Requirements: P2 grant recipients, as required under Section 6605(c) of the PPA, must provide at least a 50 percent match of the total allowable project cost. For example, the federal government will provide half of the total allowable cost of the project and the recipient will provide the other half. Cost sharing and matching contributions may include dollars, in-kind goods and services (such as volunteered time, photocopying and printing services, etc.) and/or third party contributions consistent with 2 CFR 200.306. In the budget, the use of the matching funds must be documented. *Note: The match requirement may be applied at the time of award or at specified intervals during the project period.* The grant applicant must document in the budget the type of match to be applied and how it will be used. The grant project officer in the Region will monitor the grant recipient's compliance. If the match requirement is not met or is not applied at specified intervals during the project period, federal funding will cease and the recipient may be subject to an enforcement action, whereby EPA may, for example, disallow costs.¹³

Note: Cost sharing and matching requirements for proposals under \$200,000 for Insular area applicants (the U.S. Virgin Islands, American Samoa, Guam and the Northern Mariana Islands) are waived as a matter of law as authorized by the Omnibus Territories Act of 1977, as amended, 48 U.S.C. Section 1469a. Insular area applicants with proposals that require a cost share of \$200,000 or greater are advised to contact EPA to determine if cost share requirements will be waived in whole or in part. For more information, contact the applicable Region noted in **Section VII**.

B. Special Requirements for States, Tribes, Intertribal Consortia and Insular Area Applicants Using Performance Partnership Grant (PPG) Agreements: Applicants from states, federally-recognized tribes and insular areas that intend to include P2 grant funds in a PPG will need to address the following:

- 1. PPG Requirement for States:** States that include P2 grant funds in PPGs must describe and implement the commitments of P2 workplans as part of PPG agreements. Refer to 40 CFR 35.138.
- 2. PPG Requirement for Tribes:** Tribes that include P2 grant funds in PPGs must describe and implement grant commitments of P2 workplans as part of PPG agreements. If tribes successfully incorporate P2 workplans into PPGs, the match requirement for the P2 portion of the work will be reduced from 50 percent to 5 percent. The reduction in match applies to the first two years of PPG agreements. If PPG commitments significantly differ from P2 grant commitments, then tribes will need to consult with their EPA Regional Administrator (RA) or

¹² Colleges or universities that are agencies or instrumentalities of a state government are eligible. Colleges or universities that are not chartered as a part of state government are ineligible. Colleges and universities must include documentation demonstrating that they are chartered as a part of state government in their proposals. Documentation may include: state constitution, university charter, case law that has confirmed the college or university as a state agency or instrumentality of a state, etc.

¹³ For additional information on cost share or matching requirements, refer to [2 CFR 200.306](#).

delegated EPA official (refer to 40 CFR 35.535(b)). After the first two years, the RA or delegated EPA official will determine through objective assessment whether the tribes meet the socioeconomic indicators to provide a cost share greater than 5 percent. If the RA/delegated EPA official determines that tribes meet such indicators, the cost share shall increase up to a maximum of 10 percent of the total allowable cost of the project. However, the RA/delegated EPA official may waive the cost share if socioeconomic indicators indicate that making such an increase will impose undue hardship upon the tribes (refer to 40 CFR 35.536(d)).

C. Threshold Program Requirements: Proposals must meet the Threshold Program Requirements provided below at the time of submission in order to be considered for funding. *The Region will evaluate proposals based on these preliminary requirements. If applicants are found ineligible, emails or letters will be sent within 15 calendar days after the Region reaches its decision.*

Proposals must include the following items in order to be eligible to review.

1. Proposals must substantially comply with all P2 grant program requirements. These are numbered 1-9 in **Section I.D**;
2. Proposals must address *one or more* of the national P2 emphasis areas (**Section I.B**);
3. Proposals must address *one or more* of the Region's priority areas. (**Section I.C**);
4. If a proposal includes ineligible tasks or activities (i.e., those not considered to be pollution prevention) that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

D. Threshold Submission Requirements: This section addresses how applicants should prepare and submit proposal packages in order to be considered for funding.

1. Proposal packages must substantially comply with the submission instructions and requirements set forth in **Section IV** of this announcement in order to be considered for funding or else they will be rejected.
2. Proposals must be submitted through [Grants.gov](https://www.grants.gov) as stated in **Section IV** of this announcement (except in limited circumstances where another mode of submission is specifically allowed for as explained in **Section IV**) on or before the proposal submission deadline. Applicants are responsible for following the submission instructions in **Section IV** by the submission deadline.
3. Proposals 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](https://www.grants.gov) or [System for Award Management \(SAM\)/SAM.gov](https://www.sam.gov) issues. An applicant's failure to timely submit their proposal through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in

SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposals with their applicable Region noted in **Section VII** as soon as possible after the submission deadline – failure to do so may result in proposals not being reviewed.

4. Applicants must adhere to the page limit requirement of **10 pages or less (Section IV.C.4)**.

IV. Proposal and Submission Information

A. Submission Deadline: Proposals are due **Thursday, May 14, 2015, 11:59 pm (ET)**.

B. Requirement to Submit Proposals through Grants.gov and Limited Exception Procedures:

Applicants, except as noted below, must apply electronically through Grants.gov under this funding opportunity based on the grants.gov instructions in this announcement.

If an applicant does not have the technical capability to apply electronically through grants.gov because of limited or no internet access which prevents them from being able to upload the required application materials to Grants.gov, the applicant must contact OGDWaivers@epa.gov or the address listed below in writing (e.g., by hard copy, email) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their application materials through an alternate method.

Mailing Address:

OGD Waivers
c/o Barbara Perkins
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Ave., N.W.
Mail Code: 3903R
Washington, DC 20460

Courier Address:

OGD Waivers
c/o Barbara Perkins
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51267
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through Grants.gov because of: 1) limited internet access or 2) no internet access, which prevents them from being able to upload the required application materials through Grants.gov.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request – all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2015, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2015). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2015 with a submission deadline of January 15, 2016, the applicant would need a new exception to submit through alternative methods beginning January 1, 2016.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

C. Grants.gov Submission Instructions: The electronic submission of your proposal 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, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. **Please note that the registration process also requires that your organization has a DUNS number and a current registration with the System for Award Management (SAM). The process for obtaining both could take a month or more.** 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 are FREE.**

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then “Apply for Grants” from the drop down menu and then follow the instructions accordingly. Please 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

<http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

You may also be able to access the proposal package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA- HQ-OPPT- 2015-002, or the CFDA number that applies to the announcement (CFDA 66.708), in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

Please submit *all* proposal materials described below using the Grants.gov application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic package, click on the “Show Instructions” tab. The materials numbered from 1 – 4 are **required** to be submitted with the proposal. **Please download and fill out the materials using the instructions provided on Grants.gov.**

1. **Cover Page** must include:
 - a. P2 grant program title;
 - b. Funding opportunity number of this announcement;
 - c. Title of proposal;
 - d. Short description of proposal;
 - e. Total funding of project and requested funding of project;
 - f. Applicant’s contact information (i.e., name of applicant, name of organization, mailing address, phone number, fax number, and email address); and
 - g. System for Award Management Registration Date (refer to Section VI.C).

Note: A sample Cover Page is provided in **Appendix A**.

2. **Application for Federal Assistance Form (SF-424):** When filling out the form applicants must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Applicants can receive a DUNS number, at no cost, by calling the toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website: <http://fedgov.dnb.com/webform>.
3. **Key Contacts Form (5700-54):** Please identify key personnel who will file and manage the paperwork, fund activities and direct the proposal.
4. **Proposal Narrative:** The proposal narrative includes parts – *a* and *b* noted below which will be evaluated along with other evaluation criteria (**Section V.A**). The proposal narrative is subject to a 10-page limit.
 - a. **Narrative:** Applicants are asked to address their programmatic capability and past performance under previous grant agreements.

b. Strategy: The project strategy should lay out a realistic and thoughtful plan for implementing P2 technical assistance/training. The Region will evaluate the project's strategy based upon the evaluation criteria in **Section V.A.**

- 5. Letters of Support:** Including Letters of Support as part of the grant proposal is optional. The Regions will consider Letters of Support that describe the service the grant partner(s) will provide to help carry out the work.

Note: Proposals submitted through Grants.gov will be time and date stamped. If you have not received a confirmation of receipt from EPA (*not from Grants.gov*) within 30 days of the proposal deadline, please contact the appropriate Region. Failure to do so may result in your proposal not being reviewed.

D. Proposal Length and Format: Regions will review proposal narratives up to 10 single-spaced pages (i.e., a page equals one side). A page limit does apply, but only pertains to the proposal narrative. Proposals are to be submitted in Adobe PDF or MS Word.

E. Pre-proposal/Application Assistance and Proper Communication with Applicants:

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1),¹⁴ P2 program staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to evaluation criteria. Applicants are responsible for the contents of their proposals and applications. However, consistent with the provisions in this RFP, P2 program staff will respond to questions from applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making determinations on eligibility.

F. Duplicate Funding: Applicants are not prohibited from submitting the same or virtually the same proposal to EPA under multiple competitions. However, doing so, may affect their ability to receive an award under this announcement.

G. Additional Provisions For Applicants to Consider: Additional provisions that apply to this announcement and/or awards made under this announcement include but are not limited to issuing contracts and subawards under assistance agreements, applicability of management fees and other provisions all of which can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These, and other provisions found at the website link, are important, and applicants must review them when preparing proposals for this announcement. If you are unable to access these provisions electronically at the website above, please contact the applicable Region listed in **Section VII** of this announcement to obtain the provisions.

H. Opportunity for Questions and Answers Regarding this Announcement: EPA's national P2 Program will hold an informational question and answer webinar with potential applicants and interested stakeholders about this announcement through GoToWebinar. The webinar will be held on Wednesday,

¹⁴ EPA Order 5700.5A1 - http://www.epa.gov/ogd/competition/5700_5_a_1_comp_policy_revised.pdf.

March 25, 2015 from 1:00 PM – 2:00 PM ET. To register, visit [GoToWebinar](#). The webinar will focus on the National P2 Emphasis Areas featured in this grant competition. Potential applicants are strongly encouraged to attend this information session. Attendees are advised to connect early (12:45 pm to 1:00 pm ET) to ensure proper Internet connection and to type in questions. Frequently Asked Questions and Answers will be posted after the webinar to [EPA's P2 Grant web site](#). For details about the types of questions, EPA can respond to please, refer to **Section IV.E** of this announcement.

V. Proposal Evaluation and Review Information: Only eligible entities whose proposals meet the threshold criteria in **Section III** of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these criteria as part of their proposal package submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria:

1. Programmatic Capability & Past Performance [15 points]

a. Programmatic Capability

- (i) Applicants will describe their organizational experience, staff qualifications, and use of funding to demonstrate sound skill in successfully completing proposed proposal activities. **[3 points]**
- (ii) Applicants will describe their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. **[3 points]**

b. Past Performance

- (i) Applicants have demonstrated they have successfully performed and managed federally-funded assistance agreements (federal grants and cooperative agreements and not contracts) of similar size, scope and relevance to the proposed project within the last three years. **[3 points]**
- (ii) Applicants have complied with reporting requirements under prior federally-funded assistance agreements (including submission of final technical reports) that have been approved by an EPA grant project officer. **[3 points]**
- (iii) Applicants have adequately documented and reported how they have achieved expected environmental outcomes under prior federally-funded assistance agreements. **[3 points]**

Note: In evaluating applicants' past performance history, the Regions will consider no more than five assistance agreements 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). Applicants with no relevant or available past performance reporting history must indicate this in their

proposal. Applicants falling into this category will receive a neutral score of [1.5 point for each subfactor].

Applicants that make no mention of programmatic capability and past performance will receive a score of [0 points] for these factors.

2. Strategy [85 points broken out below]

a. Technical Assistance – In accordance with the statutory criteria for P2 grants as described in PPA 6605(b), 40 CFR 35.342 and 40 CFR 35.661, applicants will:

- (i) Make specific technical assistance available to businesses seeking information about source reduction opportunities, including funding for experts to provide on-site technical advice to businesses seeking assistance in developing source reduction plans; **[10 points]**
- (ii) Target assistance to businesses for whom lack of information is an impediment to source reduction; and **[4 points]**
- (iii) Provide training in source reduction techniques. Such training may be provided through local engineering schools or other appropriate means. **[8 points]**

b. Environmental and/or Human Health Concerns under National Emphasis Areas and Regional Priorities (Sections I.B and I.C)

- (i) Applicants will explain *why* their project's method of applying source reduction through technical assistance or training will help to reduce or eliminate environmental and/or human health concerns in the region, state, locality, or community by addressing *one or more* of the P2 national emphasis areas. **[4 points]**
- (ii) Applicants will explain *how* their project will be implemented and *what environmental and/or human health* benefits are anticipated under the national emphasis area(s). **[10 points]**

Note: When evaluating applicants under 2.b(i) and 2.b(ii), Regions will have discretion to make value judgments on whether the applicant has the capacity and ability to produce environmentally noteworthy results and whether their proposals will implement environmental approaches or tools that demonstrate value-added P2 approaches (e.g., encouraging behavioral change) under one or more of the national emphasis areas. The Regions may also take into account the applicant's prior technical assistance work or completed training that reinforces expertise in planning, carrying out proposed tasks and producing noteworthy environmental results.

- (iii) Applicants will address one or more of the regional priorities to explain *why* their project's source reduction techniques or training will help to address the Region's

environmental and/or human health concerns. Applicants will also explain *how* their project will carry out the method and *what* environmental and/or human health benefits are anticipated. [7 points]

c. Environmental Results and Measurement (Appendix B)

- (i) Applicants will explain the *significance* of environmental results expected. Please explain how results will be achieved and what results are expected. Less focus should be placed on describing the problem at hand. Depending on the scope of proposals, significance could be: the volume or breadth of environmental outcomes anticipated during the grant period; the anticipation of continuing environmental outcomes beyond the grant period; research or training that is expected to produce environmental results of some volume or breadth after the grant period; or, the volume or breadth of outputs expected during the grant period. [8 points]
- (ii) The brief descriptions and estimated quantities of expected outcomes and outputs that support your narrative in (i) above. [6 points]
- (iii) The plan for tracking and measuring progress towards expected results. For expected outcomes specifically, the plan for itemizing facility-level results with the corresponding facility implementation activities (or the clarity of explanation why this would be burdensome or present confidentiality concerns). [6 points]

d. Transferability

- (i) Applicants will explain how P2 tools or activities will be used by a business, facility, academic institution or community during and after the grant period. [3 points]
- (ii) Applicants will explain how lessons learned from the project will be utilized by workshop certifications, trainings, or in educational curriculum for the purpose of increasing awareness during and after the grant period. [3 points]

e. Partnerships

Applicants will describe how they will use a collaborative framework to make use of partnerships (Section I.D.9). [6 points]

f. Timeline

Applicants will provide a project timeline. Projects cannot exceed 3 years. The timeline will demonstrate project tasks and deliverables as well as data collection activities (Appendix C). [5 points]

g. Budget

Applicants will provide budget plans including estimated costs for each project task and category (e.g., labor, fringe benefits, travel, equipment, supplies, contractors, and other direct costs or indirect costs). The budgets should itemize these costs under each project and should identify activities (and corresponding estimated costs) covered by the 50 percent match (**Appendix D**). [5 points]

B. Review and Selection Process:

1. Eligible proposals will be reviewed by the Region's review panel. The review panel will be composed of P2 program staff and may include staff from other regional programs and/or HQ offices. Evaluations will be based on the evaluation criteria and point scoring noted in Section V.A. Review panels will use a consensus scoring evaluation process, whereby reviewers will individually evaluate proposals then regroup with their review team members to assess proposals for possible award funding. When assessing proposals, the Region's programmatic priorities and/or geographic diversity may also be deciding factors when recommending proposals for funding consideration.
2. **Selection Process:** Each Region will prepare a list of selected applications along with selection rationale documentation, which will be sent to their Regional Division Director (RDD) for review and approval.
3. **Final Funding Decision:** The RDD will make final decisions based on evaluation rankings and preliminary recommendations of the review panel. In making final funding decisions, the RDD may also consider programmatic priorities and geographic diversity. Final concurrence of selected applications is required from the Chemistry, Economics and Sustainable Strategies Division Director or Deputy Director in EPA Headquarters. Once final decisions have been made, funding recommendations will be forwarded to EPA's Award Official within the Office of Grants and Debarment. The Regions *anticipate* final funding decisions will be made by August 31, 2015.

VI. Award Administration Information:

A. Award Notification: After application packages have been reviewed and evaluated the Regions will notify applicants of their status, usually 60 – 90 days from the date of original submission. Notifications will be delivered by phone, email or post to the original signer of the Standard Form (SF) 424, Proposal for Federal Assistance. Notifications of recommend funding are only recommendations, and should not be regarded as official documentation to begin project work. Official documentation will come by electronic or postal mail from an EPA grants officer within the Office of Grants and Debarment.

B. 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 <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may be requested by contacting the appropriate Region listed in **Section VII**.

C. Submission Requirements:

- 1. Federal Requirements:** If an applicant's proposal shows merit for federal funding, the applicant will be contacted by the Region and instructed to submit required application forms. 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.
- 2. Intergovernmental Review:** The P2 grant program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs" and 40 CFR Part 29. Applicants selected for funding may be required to provide a copy of their application to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Application and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at: http://www.whitehouse.gov/omb/grants_spoc. *Federally-recognized Tribal governments are not required to comply with this procedure.*

D. Administrative Requirements:

- 1. Award Management:** Awards issued in FY 2015 will be managed by the appropriate Region.
- 2. Quality Assurance and Quality Control (QA/QC):** Certain quality assurance and/or quality control (QA/QC) and peer review requirements are applicable to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or 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 in 2 CFR 1500.11. Additional guidance can be found at <http://www.epa.gov/quality/>.

If environmental data are to be collected and used there are three major steps involved in satisfying the QA/QC process: 1) Sufficient time and resources will be needed to set up a Quality Management System (QMS) for proposed projects. If there is not a QMS in place, one must be developed. A QMS would be the mechanism or process for managing the quality of environmental data collection and use; 2) For a QMS to be utilized, a Quality Management Plan (QMP) needs to be written. A QMP is the document that describes an applicant's organization or program in terms of organizational structure, policy and 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 third component to QA/QC planning is writing a project-specific Quality Assurance Project Plan (QAPP) or functional equivalent. The QAPP is the document that describes project-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 the Region.

Note: Applicants are not required when submitting proposals under this announcement to verify that a QMS is in place, or provide a QMP or a QAPP. However, if environmental data is collected, verification of an applicant's QMS and documentation of QMP and QAPP will be required at the time of award. P2 grant award letters will include a deadline for submitting this information to the applicable Region.

- 3. Reporting Requirements:** Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, milestones and results achieved, and costs of the project or activity. In addition, the final technical report should discuss the problems, successes, and lessons learned from the project or activity that could help inform implementing similar project activities elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.
- 4. Additional Administrative Provisions:** A list of additional provisions that apply to this announcement and/or awards made under this announcement, include provisions related to: obtaining a required Data Universal Numbering Systems (DUNS) code, registering under the System for Award Management (SAM), copyrights, and administrative capability, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm. Applicants are strongly encouraged to review these and other grant provisions when preparing proposals for this announcement. If an applicant has difficulty in accessing the provisions electronically at the website above, please communicate with the appropriate Region listed in **Section VII** of this announcement to obtain the provisions.

VII. Agency Contacts:

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: fiske.lee@epa.gov
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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: peck.alex@epa.gov
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EPA Region 3
DC, DE, MD, PA,
VA, WV

Mindy Lemoine
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1650 Arch Street (3LC40)
Philadelphia, PA 19103-2029
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EPA Region 4
AL, FL, GA, KY,
MS, NC, SC, TN

Pam Swingle
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61 Forsyth Street SW
Atlanta, GA 30303
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EPA Region 5
IL, IN, OH, MI,
MN, WI

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

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EPA Region 7
IA, KS, MO, NE

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

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

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San Francisco, CA 94105
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EPA Region 10
AK, ID, OR, WA

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Seattle, WA 98101
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Email: gangmark.carolyn@epa.gov

Appendix A

Sample Cover Page

[Grant Program Title] **FY 2015 Pollution Prevention Grant Program**
[Funding Opportunity Number] **EPA-HQ-OPPT-2015-002**

[Proposal Title] **NH DES Pollution Prevention Program**

[Short Project Description – fewer than 300 characters]

The proposed project will provide on-site technical assistance to the marina sector, manage an Environmental Leadership Program for small businesses, and develop tools and workshops to assist manufacturers “green” their supply chain.

[Project funding]

Total Project Funding: \$160,000
Requested Funding: \$80,000

[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 proposal]

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[System for Award Management Registration]
System for Award Management Registration Date: 1/16/2015

Appendix B

Guidance for Addressing Environmental Results and Measurement

I. Introduction: This guidance tells applicants the steps to cover in their applications to comply with the Agency’s established means for measuring the effectiveness of grants made under the Pollution Prevention Act. This topic relates to how the Agency will evaluate eligible proposals on the criterion for Environmental Results and Measurement. EPA is emphasizing the plan for itemizing environmental outcomes. EPA has simplified requirements for estimating results in the application. The terms outcome and output are supplied for reference below.

A. Outcome: The Agency defines “outcome” as the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. For EPA’s P2 Program, outcomes must be quantified and higher-level outcomes are environmental or health-related in nature and lower-level outcomes are behavioral or economic in nature. The outcome measures of the P2 Grant Program are:

- Reductions in pounds of hazardous material inputs and of hazardous pollutants released to air, water, and land;
- Reductions in greenhouse gas releases (measured in metric tons of carbon dioxide equivalent (MTCO_{2e}));
- Reductions in gallons of water used; and,
- Dollars of cost savings associated with reducing hazardous pounds, MTCO_{2e} and water usage.

B. Outputs: The Agency defines “output” as an environmental activity or effort and associated

work product related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative and must be measurable during the assistance agreement funding period. Outputs include, but are not limited to:

- Number of technical assistance visits/assessments;
- Number of workshops, trainings and courses conducted;
- Number of stakeholder groups involved in the process;
- Number of fact sheets developed or distributed.

II. Complying with the Agency’s Established Means for Measuring the Effectiveness of P2 Grants. Measuring the effectiveness of P2 grants begins with the applicant’s groundwork in the grant application process. The steps required of an applicant relate to the three sub-parts of Evaluation Criteria 2.c, “Environmental Results and Measurement.” This guidance addresses each sub-part in turn.

A. Significance of Results Expected: Use a brief narrative to describe the significance of the results you expect to achieve in your project. Focus on your role and your expected results. While it is fine to mention the significance of an environmental problem your project addresses, the significance of the environmental problem is not the same as the significance of your expected results. For example, climate change is a significant environmental problem, but this does not mean that all projects seeking to reduce greenhouse gas emissions are equally significant in results.

It is desirable to relate the significance of your results to the grant context. You could do this, for example, by directing attention to the volume or breadth of environmental outcomes anticipated during the actual grant period; the expectation that environmental outcomes will continue after the grant period is over; the importance of this project to maintaining the presence of an ongoing P2 program within a State; or some special aspect of research or training that will yield significant environmental outcomes over time.

B. Descriptions and Estimated Quantities of Expected Results:

1. Quantify one year’s worth of expected environmental outcomes and outputs from the project. Use the annual outcome measures of the P2 Program (see I. A. above). A table format, such as provided below, is recommended.
 - Do not estimate nonhazardous inputs/waste reductions – they are not reportable by EPA’s P2 Program, and may not be a primary purpose of P2 grant activity.
 - You may use expected ancillary nonhazardous pound reductions when estimating GHG reductions. Use EPA’s Waste Reduction Model. <http://epa.gov/epawaste/consERVE/tools/warm/index.html>
 - Do not estimate the cost savings from anything associated with nonhazardous pounds, since this is not reportable by EPA’s P2 Program.

Table 1 – Estimated Annual Environmental Outcomes (see Section C below for definitions)

(a) P2 Activity	(b) Haz. Inputs Reduced	(c) Haz. Waste Reduced	(d) Air Poll. Reduced	(e) Water Effluent Reduced	(f) Total Haz. Lbs. Reduced	(g) MTCO ₂ e Reduced	(h) Water Gallons Reduced	(i) Dollars saved from (a) – (h)
1.								
2.								
3.								
4.								
Total:								

Table 2 – Estimated Annual Outputs

P2 Activity	Outputs	Behavior Changes

C. Table 1 Definitions:

- P2 Activity [column a]: Activities expected to yield P2 outcome results.
- Pounds of Hazardous Inputs and Wastes Reduced [columns b-c]: Materials used as process inputs (such as chemical ingredients, paints, solvents and pesticides on land) and hazardous wastes. Do not count nonhazardous inputs/wastes (packaging, paper, glass, plastics, cans, steel, construction debris, etc.).
- Pounds of Air Pollutants [column d]: Pollutants listed in federal and state statutes. Count only boiler emissions of SO_x and NO_x; do not count NO_x or SO_x from utilities, due to cap and trade regulations. Do not include greenhouse gas reductions (GHG) here.
- Pounds of Water Effluent [column e]: This refers to biochemical oxygen demand (BOD), chemical oxygen demand (COD), toxics, nutrients, and total suspended solids (TSS) effluent discharges to water or reaching ground water. Estimate contaminants as 1/10,000 the weight of discharge water. Do not count water quantity here.
- Total Hazardous Pounds [column f]: Total of columns b through e (subcomponents from hazardous inputs and wastes, air releases, and water pollutants).
- MTCO_{2e} [column g]: Metric Tons of Carbon Dioxide Equivalent reduced. Count GHG emission reductions here.
- Gallons of Water Reduced [column h]: This refers to reduced water usage.

D. Estimating Expected Results: Briefly explain how you estimated expected results. For outcomes, it is equally adequate to make estimates based on an educated guess or on calculation assumptions. For outputs, explain the assumptions and calculations used, such as degree of participation and P2-practice-adoption rate of workshop participants.

E. Actual Results Collected: Briefly explain how actual results will be collected. For outcomes, a sentence or two is adequate and should list the method(s) used – onsite revisit, self-reported data, etc. For outputs, data collection approaches include voluntary surveys (by phone, mail, email or online) and testing participants voluntarily before and after for knowledge/behavior changes. Voluntary tests and surveys are exempt from the Paperwork Reduction Act if administered under a grant agreement.

F. Actual Outcomes Measured: Briefly explain how actual outcomes will be measured (metered data, managerial estimates, product performance data, EPA P2 Program measurement tools on website, other measurement tools, etc.). A sentence or two per project is adequate.

III. Plan for Tracking and Measuring Progress towards Expected Results: For projects with expected outcomes, applicants must provide a plan for itemizing facility-level results with the corresponding facility implementation activities (or clearly explain why this would be burdensome or present confidentiality concerns). A paragraph per project area is fine. Past reporting on outputs has been adequate and EPA is not placing increased importance on output reporting.

A. Explanations of Confidentiality Concerns and Undue Burden:

- 1. Confidentiality.** EPA's P2 Program will protect the identity of any named entity and will not identify entity to any other EPA office or any other party unless it receives permission from the grantee to request the direct permission of the entity. If an applicant has a remaining concern, please state the concern and explain it clearly.
- 2. Undue Burden.** If applicants face a particular burden in addressing this requirement, they should state that burden. It is adequate to address this in a manner that does not impose an undue burden. Example: A proposed project involves a state leadership program where recurring (multiple years') results are embedded in participant self-reporting and it would be burdensome to isolate annual results from implementation activities in current reporting year. The applicant makes EPA aware of this situation. This is exactly what EPA needs to know to later make an appropriate adjustment in its own reporting of grant outcome results reported.

B. Examples of a Plan (format) for itemizing facility-level results and implementation Activities:

- 1. Technical Assistance or Assessment.** In Table 3 below, each entity is listed, with a brief description of the implementation activities and the outcomes achieved. Applicants could briefly describe a similar format in narrative, submit an illustrative row or two, or give a link to prior similar reporting to illustrate their intent. Indicate whether they will be identifying entities by company name, by sector (e.g., company, farm, manufacturer, etc.) or more generically (e.g., mid-sized manufacturer, large company, municipality, facility A, facility B, etc.).

Table 3: Sample format for itemized facility-level results with implementation activities correlated.

(a) Example SOURCE	(b) Example P2 ACTIVITY	(c) Example HAZ LBS REDUCED	(d) Example GALLONS WATER SAVED	(e) Example MTCO _{2e} REDUCED	(f) Example \$ SAVED from (c) – (e)
Company X	HVAC/lighting retrofits; using fewer haz products; GHG reductions from more plastics recycling; \$\$ savings from (c) – (e).	100,000 lb.	0	19,000	\$40,000
Farm	Replaced grid electricity with farm - derived methane; irrigation efficiency		100 M gallons	15,000	\$28,000
Adhesive manufacturer	Once-used solvent sold to vendor to be remanufactured	110,000 lbs			\$45,000
Medium-size manufacturer	Product reformulated (green chemistry)	80,000 lbs.			

- 2. State Environmental Leadership or Similar Voluntary Stewardship Programs with Self-Reporting Members or State Planning Law Programs.** Refer to Table 4 below for an example. Applicants could briefly describe a similar format in narrative, submit an illustrative row or two, or give a link to prior similar reporting to illustrate their intent. It is desirable to state whether the plan is to identify entities by company name, by sector or generically (e.g., mid-sized manufacturer, large company, municipality, facility A, facility B, etc.). It is further desirable to indicate whether the plan is to include the conversion of any ancillary nonhazardous waste reductions into greenhouse gas reductions (MTCO_{2e}).

Table 4. Sample State Environmental Leadership Program itemized facility-level results.

Facility Name	Indicator	Specific Indicator	Baseline (add extra column if normalizing)	Quantity (to normalize, add column)	Cost savings	Cost savings explanation
Company X	Haz air emissions	Reduced VOC by reducing VOC products used, better spray gun	100 tons	Now 64 tons; 36 ton reduction	\$50,000	Reduced material purchasing costs by completing XYZ.

Company Y	Grid electricity	Set up a timed break; shuts off process system during break.	6500 kWh	5900 kWh; 1000 kWh reduction	\$500	Conserved energy by performing XYZ.
Company Z	Non-haz waste *	Scrap metal recycling			\$5,000	*Dealer buys scrap metal.

**Note: Applicants who count these results, EPA needs to see nonhazardous pound reductions and associated cost savings itemized separately, so EPA's P2 Program can subtract them in its own reporting.*

3. **P2 Intern Programs.** Many P2 intern programs already have reports that itemize facility-level results with associated implementation activities. In this case, it would be fine to just state this and provide a link to a prior report. Otherwise, follow the example noted for technical assistance provided under item 1 above. Examples of itemized P2 intern reporting can be found at: www.iowap2interns.com/ and <http://www.iowadnr.gov/Environment/LandStewardship/WasteManagement/PollutionPreventionP2/P2InternProgram.aspx#dltop>.
4. **Sector Initiatives.** If you have a project that covers a hospitality certification program or similar program with standard elements that participating entities adopt and apply, it will be sufficient to state that the plan is to use the number of facilities engaged in implementation and a formula for calculating average sector-facility performance.
5. **Pilots in Chemical Product Formulation/Best Practices Formulation:** Here are examples for handling pilot projects:
 - a. Pilot-scale formulation. An applicant with this type of project can simply indicate that it will report only pilot-test scale results.
 - b. Implementation of piloted approach at sector level. For an applicant with this type of project, the approach outlined for sector initiatives above is applicable.
 - c. Company-specific application. For an applicant with this type of project, the approach outlined for technical assistance above is applicable.
6. **Environmental Management Systems Training and Other Training Workshops/Roundtables:** For these types of projects, please state whether you plan to conduct surveys or other follow-up to assess actual implementation and outcomes, and then complete the general planning approach provided for technical assistance, as above. If there will be no surveys or other follow-up to determine actual implementation and outcomes, then treat training or workshop results as outputs, not outcomes.

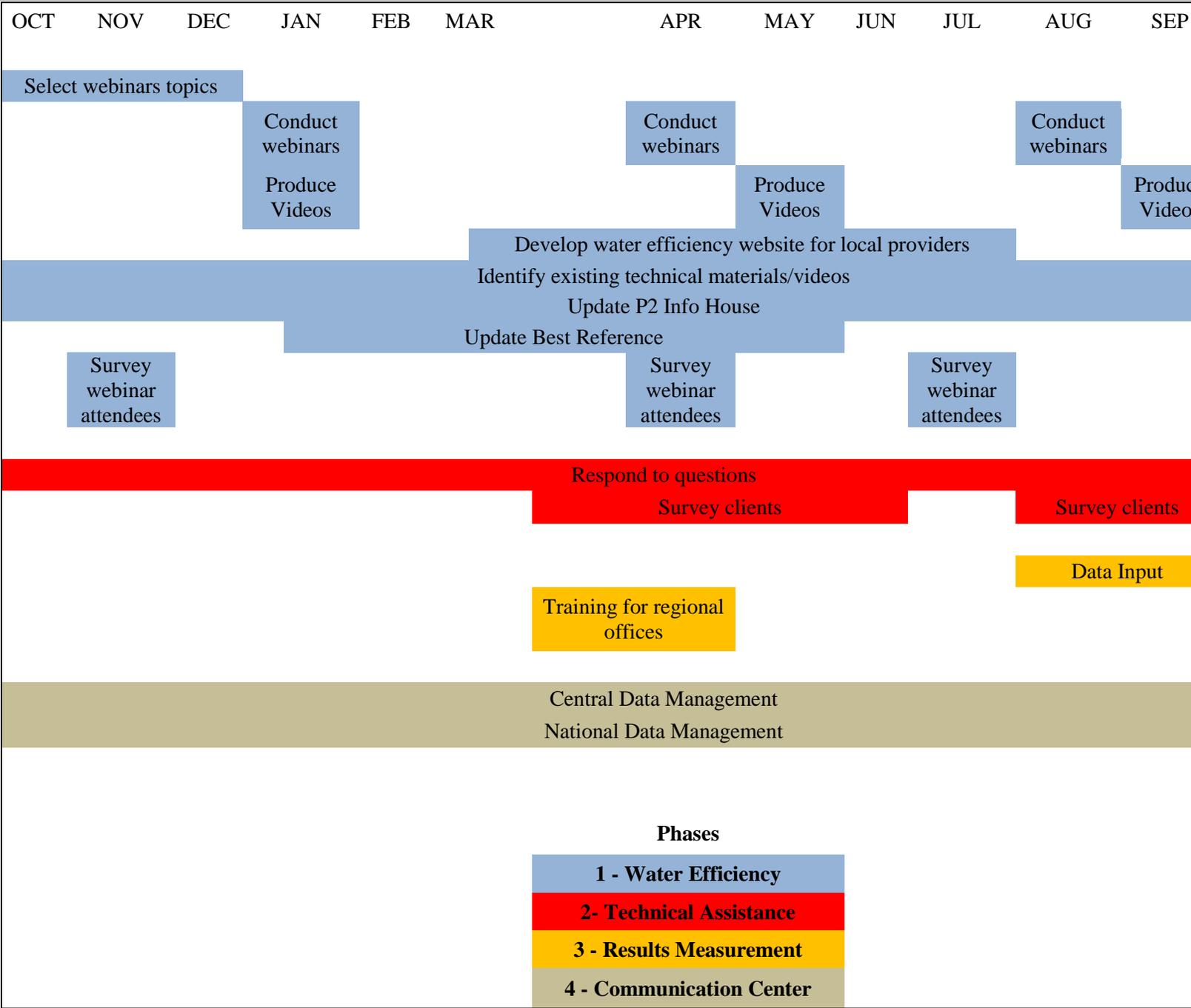
APPENDIX C
Project Timeline Samples

The following samples offer different approaches for documenting a time schedule of major project activities and milestones. Please note that timelines will also need to account for measurement tasks, including: measurement planning, data collection efforts, and data analysis and reporting.

Timeline Sample 1: Timeline for “Conserving Water in Food Process Operations” Project by State University

Phase & Key Milestones	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1 Water Efficiency												
Select webinars topics	X	X	X									
Conduct webinars				X			X				X	
Produce Videos				X				X				X
Develop water efficiency website for local providers					X	X	X	X	X	X		
Identify existing technical materials/videos	X	X	X	X	X	X	X	X	X	X	X	X
Update Info House	X	X	X	X	X	X	X	X	X	X	X	X
Update Best Reference			X	X	X	X	X	X				
Survey webinar attendees		X					X			X		
2 Technical Assistance												
Respond to questions	X	X	X	X	X	X	X	X	X	X	X	X
Survey clients						X	X	X	X		X	X
3 Results Measurement												
Data Input											X	X
Training for regional offices						X	X					
4 Communication Center												
Central Data Management	X	X	X	X	X	X	X	X	X	X	X	X
National Data Management	X	X	X	X	X	X	X	X	X	X	X	X

Timeline Sample 2: Timeline for “Conserving Water in Food Process Operations” Project by State University



APPENDIX D

Itemized Budget Detail Guidance and Sample

Applicants must provide a detailed cost justification for the estimated budget amounts. The budget detail allows the EPA project officer to determine if the costs are reasonable and necessary. To comply with cost sharing and matching requirements, the itemized budget must indicate the project costs paid by the applicant, EPA, and/or other partners. A description of object class categories and a sample budget is provided below.

Description of Object Class Categories

Personnel: Indicate salaries and wages, by job title, of all individuals who will be supported with the grant funds.

Fringe Benefits: Indicate all mandated and voluntary benefits to be supplemented with the grant funds.

Travel: Indicate the number of individuals traveling, destination of travel, number of trips, and reason for travel.

Equipment: EPA regulation and policy define equipment as tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (40 CFR 31.3). The figure of \$5,000 would represent the total cost of the equipment purchase or of the lease. 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 Regional Pollution Prevention contact prior to submitting your proposal to ensure that the equipment purchases are allowable.

Supplies: Indicate any items, other than equipment, that will be purchased to support the project.

Contractual: Indicate any proposed contractual items that are reasonable and necessary to carry out the project's objectives.

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.

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.

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

Total cost of project: Add the total amount requested from EPA and the total amount of funds provided as a match for an overall project cost.

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.

Sample Table 1: Budget for “Conserving Water in Food Process Operations” Project by State University

PERSONNEL								TOTAL	
	Annual Salary	FTE	Wages		Annual Salary	FTE	Wages		
Info & Cmx Specialist	\$42,632	0.50	\$21,316	Info & Cmx Specialist	\$42,632	0.15	\$6,395		
Env. Sr. Specialist	\$44,362	0.67	\$29,723	Env. Sr. Specialist	\$44,362	0.15	\$6,654		
1 Computer Consultant III	\$50,378	0.10	\$5,038						
1 Env. Prgm. Supv. II	\$66,702	0.05	\$3,335						
				2 Env. Eng.	\$56,726	1.00	\$56,726		
				Env Program Manager	\$60,646	0.20	\$12,129		
				Env. Prgm. Supv. III	\$69,052	0.15	\$10,358		
TOTAL		1.32	\$59,412			1.65	\$92,262		
FRINGE BENEFITSⁱ									\$38,646
	25.48%		\$15,138		25.48%		\$23,508		
TRAVEL								\$3,500	
National meeting	\$1,500	1.00	\$1,500						
Regional sessions	\$200	9.00	\$1,800						
Reimburse mileage	\$0.51	392	\$200						
TOTAL			\$3,500				\$0		
SUPPLIES								\$2,500	
Laptop & webinar software	\$2,500	1.00	\$2,500		\$0		\$0		

CONTRACTUAL					
Management support ⁱⁱ	\$25	780	\$19,500	\$0	\$0
Graphic/ technical support ⁱⁱⁱ	\$10	495	\$4,950	\$0	\$0
			\$24,450		\$0
OTHER					
Webinar conference calls	\$2,000		\$2,000	\$0	\$0
INDIRECT^{iv}					
		8.60%	\$5,109	8.60%	\$7,935
INCOME^v					
	\$0		\$0	\$0	\$0
TOTAL					
GRAND TOTAL			\$112,109	\$123,705	\$235,814

Sample Table 2: Budget Allocation by Phase for “Conserving Water in Food Process Operations” Project by State University

Phase	Work Years			Total Project Funding		
	Federal	Match	Total	Federal	Match	Total
1 Water Efficiency	0.92	1.40	2.32	\$80,000	\$99,942	\$179,942
2 Technical Assistance	0.00	0.10	0.10	\$4,109	\$11,124	\$15,233
3 Results Measurement	0.20	0.00	0.20	\$14,000	\$0	\$14,000
4 Communication Center	0.20	0.15	0.35	\$14,000	\$12,639	\$26,639
Totals	1.32	1.65	2.97	\$112,109	\$123,705	\$235,814

ⁱ Fringe benefit costs are those costs for personnel employment other than the employees' direct income (i.e., employer's portion of FICA insurance, retirement, sick leave, holiday pay, and vacation costs) that will be paid by the recipient. The cumulative value of these equates to 25.48% of salary.

ⁱⁱ Contract is for project management support 15 hours per week (780 hours total) for one year.

ⁱⁱⁱ Contract is for technical/graphic support by work-study student at 16.5 hours per week for two semesters (495 hours over 30 weeks).

^{iv} We have chosen not to use the authorized research rate of 62.07%, as we are not engaging in either laboratory or field research. We are using an indirect rate of 8.6% of salary.

^v At this time, we do not anticipate having income. If it becomes necessary to charge for webinars, we propose that income be regarded as “addition” and may also be used to meet match, per 2 CFR 200.307.