

FEDERAL AGENCY: U.S. Environmental Protection Agency (EPA)

FUNDING OPPORTUNITY TITLE: Fiscal Year 2015 Pollution Prevention Information Network (PPIN) Grant Program

ACTION: Request for Proposals (RFP)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.708

FUNDING OPPORTUNITY NUMBER: EPA-HQ-OPPT-2015-001

SUBMISSION DATE: Proposals are due **May 22, 2015, 11:59 pm, (ET)**. EPA will receive proposals electronically through grants.gov. However, if there are applicants without the technical ability to apply electronically through grants.gov because of limited or no Internet access, which prevents them from uploading required proposal materials to grants.gov, they are to request an alternative submission method. *Alternative submission requests are to be submitted at least 15 calendar days prior to the submission deadline under this announcement.* For more information, refer to **Section IV**.

The agency will only receive proposals submitted through grants.gov or those granted alternative submission waivers. Any proposal received after the submission deadline will not be reviewed.

SUMMARY: This RFP seeks cost effective proposals from eligible applicants to support national pollution prevention (P2) information needs. In this RFP the Agency is directing P2 information center activities toward three national P2 emphasis areas to more effectively achieve measurable results and demonstrable impact in these targeted areas. Work in the national P2 emphasis areas (NEA) should support the P2 technical assistance work of state programs in promoting use of source reduction techniques by businesses. Applicants will collaborate with other grantees as part of their work in the national P2 information network. **Applicants must propose work in one or more of the national P2 emphasis areas and must propose work that addresses one or more regional priorities.**

EPA is invested in creating a coordinated network of national P2 information centers that focus on a set of national priorities while promoting P2 awareness and application of P2 practices. Grantees can bring together programs and businesses across state boundaries to improve information sharing and promote mentoring between businesses. Grantees can convene multi-state roundtables to facilitate information and technology exchange while promoting P2 approaches for specific business practices and industrial processes. Other possible activities under these grants include, but are not limited to: training in P2 approaches and practices; partnerships with colleges and universities to promote P2 research and applications; assisting technical assistance programs (TAPs) in data analysis to target P2 assistance efforts and developing and promoting P2 case studies for industries in the national P2 emphasis areas. Grantees should explore how to promote development of P2 expertise through reliable, current, easily accessible P2 resources, including digital resources.

To apply for grants under this RFP:

- 1) Proposals must address one or more national P2 emphasis areas described as activity #1 in Section I.B. with the national P2 emphasis areas described in Section I.C.
- 2) Proposals must address one or more regional P2 priorities described as activity #2 in Section I.B and regional priorities are described in Section I.D.
- 3) Applicants MAY PROPOSE to address activity #3 which is described in Section I.B as the national coordination of P2 information centers. Only one applicant will be funded for this activity.
- 4) Proposals must clearly identify the activities being addressed, using separate sections of the proposal to describe the workplan, budget, timeline and environmental results for each activity.
- 5) Each activity will be evaluated using evaluation criteria specific to that activity.

FUNDING/AWARDS: The total estimated funding for this year is approximately \$800,000. The Office of Chemical Safety and Pollution Prevention anticipates awarding four to eight cooperative agreements for a project period of one year. If an applicant proposes to perform all three activities, the maximum award would be \$170,000. Specific funding ranges vary by activity and are noted in Section I. Assistance awards will only be made to eligible entities and will fund work conducted in FY 2016. Funding is subject to the availability of funds, the quality of the proposals received, and other applicable considerations.

ELIGIBILITY INFORMATION: Eligible applicants include the 50 states, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, any territory or possession of the United States, any agency or instrumentality of a state, including state colleges and universities, and federally-recognized Indian tribes that meet the requirements for treatment in a manner similar to a state as described in 40 CFR 35.663, and Intertribal Consortia that meet the requirements in 40 CFR 35.504.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Program description: This RFP seeks cost effective proposals from eligible applicants to support national pollution prevention (P2) information needs. The Pollution Prevention Information Network (PPIN) grant program funds a coordinated network of national P2 information centers that share expertise, provide training and other services that promote P2 approaches as part of sustainable business practices. Grantees coordinate their work and the development of reliable, current, easily accessible digital P2 resources.

In this RFP the Agency is directing P2 information center activities toward three national P2 emphasis areas to more effectively achieve measurable results and demonstrable impact in these targeted areas. Proposals must address one or more of the national P2 emphasis areas described in Section I.C. These areas are: 1) climate change mitigation/prevention of greenhouse gas emissions, 2) food manufacturing, and 3) state or community-based approaches to hazardous materials source reduction. Work in the national P2 emphasis areas (NEA) should support the P2 technical assistance work of state programs in promoting source reduction techniques for businesses.

P2 information centers can bring together state and/or tribal programs and businesses across state boundaries to improve information sharing and promote mentoring between businesses. Grantees can convene multi-state roundtables to facilitate information and technology exchange while promoting P2 approaches to specific business practices and industrial processes.

Other activities P2 information centers may perform include: training or webinars to promote P2 practices supporting these national P2 emphasis areas; partnerships with colleges and universities to promote P2 research and applications; assisting TAPs in data analysis to target P2 assistance efforts and developing and promoting P2 case studies for industries in the national P2 emphasis areas. Grantees should explore how to promote development of P2 expertise through reliable, current, easily accessible P2 resources, including digital resources.

Proposals must address: 1) one or more national P2 emphasis areas (as described in Section 1.B. and Section I.C) and 2) one or more regional P2 priorities (as described in Section I.B and Section I.D) Applicants may also propose to address activity #3: national coordination of P2 information centers, described in Section I.B.3.

Proposals must clearly identify the activities being addressed, using separate sections of the proposal (see Section IV for information on proposal content) to describe the workplan, budget, timeline and environmental results for each activity. Work proposed will be evaluated using criteria specific to each activity as described in Section V.

This grant program is distinct from the P2 grant program (<http://www2.epa.gov/p2/grant-programs-pollution-prevention>) because these funds support P2 information centers that work beyond a single state's boundaries.

B. Activities performed by grant recipients: EPA will fund P2 information center grants that address one or more national P2 emphasis areas listed in Section I.C and one or more of the

regional priorities listed in Section I.D. Applicants may propose to address activity #3: national coordination of P2 information centers, described in Section I.B.3 below.

Activities #1 and #2 are required activities for all proposals. Only one applicant will be selected and funded for activity #3.

1. Activity #1: Address P2 information needs in one or more national P2 emphasis areas.
Estimated funding range: \$40,000 to \$70,000.

This is a threshold activity which means all applications must include this activity in order to be considered for funding. The Agency is directing P2 information center activities toward three national P2 emphasis areas, described in Section I.C. to more effectively achieve measurable results and demonstrable impact in these targeted areas.

Applicants must choose one or more of the national P2 emphasis areas, described in Section I.C. as a focus for their activities. The applicant must identify the target audience for the P2 information and services. Proposals must describe how the target audience will be reached and the impact of the information or service will be measured. The target audience should be state-level programs (e.g., supporting technical assistance programs (TAPs) working with businesses) and/or businesses (direct assistance). Applicants must describe coordination with other grantees as part of this activity.

There are a variety of activities that could promote P2 and sustainability practices in these areas. Activities related to work on a national P2 emphasis area might include but are not limited to:

- a) Providing P2 information, training and workshops- through websites, webinars and in person- to support continued learning and collect feedback from customers concerning services provided.
- b) Supporting communication among state P2 TAPs and businesses- using websites, webinars, and conference calls or in person meetings to promote sharing information, expertise and success stories related to the national emphasis area.
- c) Promoting P2 tools, events, results and success stories to support continued awareness of P2 approaches and practices as a key part of a sustainable business plan in the national P2 emphasis area thru current up-to-date websites, webinars and training.
- d) Utilizing innovative websites, electronic and social media to promote P2 resources.
- e) Assessing need for source reduction information in the national emphasis area for specific audiences and supporting collection or development of peer-reviewed P2 information resources to meet those needs.

2. Activity #2: Address regional P2 priorities.
Estimated funding range: \$20,000 to \$40,000.

This is a threshold activity which means all applications must include this activity in order to be considered for funding. To complement and supplement the three national P2 emphasis areas regions have developed priorities that identify additional areas of state or region-specific emphasis, particular environmental issues, or programs of significant interest to the states or tribes in their region. Specific priorities for each region are listed under Section I.D below.

3. Activity #3: Address national coordination of P2 information centers.

Estimated funding \$30,000 to \$60,000. Only one applicant will be selected and funded for this activity.

Under this activity applicants should describe how they propose to offer a single point of contact for the public to access P2 resources and information developed by all of the PPIN grantees. To ensure that businesses, communities, governments and individuals have easy access to the current and relevant P2 information resources the national coordinator must provide:

- a) A website with: i) a calendar of P2 conferences, workshops and webinars and ii) identification of and links to core P2 tools, resources and information, and iii) referral service to other P2 information centers based on expertise and services.
- b) An outreach and communication strategy that provides regular updates to the public (State TAPs and businesses) on information regarding P2 practices, training and tools.
- c) At least monthly calls with other grantees to identify P2 information resources and activities that should be highlighted in the website and national outreach materials.
- d) A method for obtaining feedback from customers concerning the services provided.

Additional services a national coordinator might provide include: developing a referral service for obtaining P2 expertise, developing a strategy to promote sustainable business practices, developing a clearinghouse for P2 publications and success stories or seeking other sources of funding for the network.

C. National P2 emphasis areas for FY 2015: The Agency is directing P2 information center activities toward three national P2 emphasis areas to more effectively achieve measurable results and demonstrable impact in these targeted areas. 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 will 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 include, but are not limited to:

- Implementing pollution prevention activities that support energy efficiency measures for businesses that States are considering for their §111(d) plan.¹
- Implementing and measuring energy use/GHG reductions through combined heat and power projects for businesses using a multi-sector approach.
- Implementing and measuring energy use/GHG reductions through implementation of

¹ 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.

pump and generator efficiencies for businesses using 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.

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 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-based 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.² Examples of activities under this national emphasis area 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.

² 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://workplace.epa.gov/realizingoneepa/pdf/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 (www2.epa.gov/saferchoice), using Safer Choice-labeled products, or using EPA's Safer Chemical Ingredients List (www2.epa.gov/saferchoice/safer-ingredients).
- 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.

D. Regional P2 priorities for P2 information network: To complement and supplement the three national P2 emphasis areas, EPA's regional offices have developed priorities that identify additional areas of state or region-specific emphasis, particular environmental issues, or programs of significant interest to the states or tribes in their region. Regional priorities relate to the national P2 emphasis areas in Section I.C or regional P2 priorities and may be distinct from the three national P2 emphasis areas.

All applicants must address one or more of these regional priorities in their proposal. Regional activities may be proposed that cover multiple EPA Regions. Work on these regional priorities will be evaluated using the criteria described in Section V.

**Region 1 (CT, ME, MA, NH, RI, VT) and
Region 2 (NJ, NY, PR, VI):**

a) Aligning with the climate change mitigation and state and community approaches to hazardous materials source reduction national P2 emphasis areas: Promote projects that achieve results in one or more of the five P2 metrics (described in Section I.E.5) 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 or other significant climate change impacts.

b) Aligning with the food manufacturing national P2 emphasis area: In collaboration with EPA regional staff, develop roundtable agenda and convene roundtable conversations regarding P2 opportunities in food processing such as: reduction of hazardous substances pollutants or contaminants at the source, conservation of energy, water and raw materials, reduction of food and solid waste, or improved environmental compliance. Partners to be convened include:

federal agencies such as: EPA, United States Department of Agriculture (USDA) and Food and Drug Administration (FDA), 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.

c) Outside of the national P2 emphasis areas: Collaborate with EPA regional staff in developing roundtable agendas and convene state roundtable meetings to exchange information regarding priorities, state program support needs and challenges and to identify opportunities to achieve P2 results in businesses in Region 1 and Region 2.

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

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

a) Assessment of Region 3 or 4 State and Technical Assistance Provider (TAP) needs, identifying information voids in promoting the use of source reduction techniques by businesses and using information networks to fill these voids. Information will be shared through workshops, trainings, and/or webinars developed by the grantee; and,

b) Assistance to states and TAPs in documenting measurable reductions in GHGs, water use, hazardous materials, and costs by businesses using source reduction techniques and assistance in the collection of baseline data, P2 project implementation, and calculation of P2 results.

c) Support P2 technical assistance programs in serving the manufacturing sector.

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

a) Assessment of Region 5 State and TAP needs, especially in support the P2 National Emphasis Areas by identifying information voids in promoting the use of source reduction techniques by businesses. Use information networks to fill these voids through workshops, trainings, case studies and/or webinars developed by the grantee; and,

b) Provide in-person collaboration opportunities with Region 5 States and TAPs to support information exchange and networking opportunities related to business practices for source reduction in food manufacturing.

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

a) Assist TAPs in region in meeting their priorities in creating strong P2 programs.

b) Host training workshops to assist the state or tribal agencies in training businesses to implement P2 techniques and to report impacts.

c) Host programs that benefit the state or tribal P2 programs in the region and ultimately businesses in the region, such as the P2 planner, P2 options and the regional renew program.

d) Promote projects that use P2/source reduction techniques and strategies for businesses, government and consumers (e.g., E3, energy efficiency, Lean and Green techniques) and achieve measurable results by reducing pollution and hazardous waste, limiting water use, saving money and/or conserving energy

e) Continue to lead in development and implementation of measurement methods that exceed national standards.

Region 7 (IA, KS, MO, NE):

a) Collaborate with EPA Regional Staff, Region 7 TAPS and the Region 7 Roundtable members to identify information needs (such as: regional guides, tools, calendars, physical publications, webinars, and case studies) that will assist businesses in adopting source reduction practices that

will produce significant outcomes (GHG reductions, water conservation, dollars saved and hazardous substance, pollutant and contaminant reductions). Develop, distribute and/or conduct the activities identified as needed above using Region 7 information and sources.

b) Develop a Region 7 PPIN customer service satisfaction survey in cooperation with the Region 7 Roundtable chair and the center's advisory committee. The survey will be used only after being approved under EPA's generic ICR for customer service satisfaction. Survey results will be available to all participants within one month after the survey was closed.

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

Provide P2 support and make P2 information resources available to one or more of the regional communities of focus (tribal, agricultural and/or environmental justice communities) with the goal of promoting and adopting P2 information and practices by businesses. Activities related to work in a regional community of focus might include, but are not limited to:

- a) Providing P2 information, training and workshops, through websites, webinars and in person, to support continued learning, information sharing, and develop expertise in P2 practices and approaches related to the environmental priorities of the regional communities of focus.
- b) Collecting, reviewing, developing and promoting P2 tools, models, case studies, etc. related to the environmental priorities of the regional communities of focus.
- c) Identifying and disseminating results, activities and/or products that will serve as a national resource for P2 information related to the regional communities of focus.
- d) Developing and distributing P2 tool training and education materials and/or best management practice resource guides and checklists.

Activities will address the reduction of greenhouse gases, hazardous waste, increase energy and water efficiency, and save money while leading to measurable environmental outcomes.

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

- a) Integrating 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 businesses 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 (<http://www.epa.gov/oppt/existingchemicals/pubs/workplans.html>).
- b) Environmentally preferable purchasing or public access to information on chemicals in products, in order to influence regional or national markets;
- c) 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):

Address one or more of these regional areas of interest identified by the Region 10 states and tribes: Green Chemistry/Safer Alternatives; lean manufacturing and the Economy, Energy and Environment (E3) program; training; convening industry roundtables; food processing; greening sports and toxics reduction in stormwater.

E. EPA grant requirements

1. Statutory authority in the Pollution Prevention Act of 1990 (PPA): Authority for this grant program is provided by Congress under Section 6605 of the Pollution Prevention Act of 1990 (<http://www.epw.senate.gov/PPA90.pdf>). The PPA requires the EPA Administrator to consider whether grant outcomes would accomplish the following:

- 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 and to assist in the development of source reduction plans
- Target assistance to businesses for whom lack of information is an impediment to source reduction
- Provide training in source reduction techniques. Such training may be provided through local engineering schools or other appropriate means.

This language from the Pollution Prevention Act has been incorporated into the evaluation criteria listed in Section V. A. Proposals must describe how the project strategy will support these outputs and outcomes.

2. Eligible applicants: Section 6605 of the PPA and applicable parts of 40 CFR Part 35, Subparts A and B (40 CFR 35.340 et seq. and 35.660 et seq.) authorize EPA to award grants and cooperative agreements to the following applicants: 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., any agency or instrumentality of a state, including state colleges/universities³, federally-recognized tribes that meet the requirements for treatment in a manner similar to a state and intertribal consortia (40 CFR 35.504). For further information about these federal regulations, see this web page: <http://www.epa.gov/lawsregs/search/40cfr.html>.

3. Definition of pollution prevention (P2): Pollution prevention is often used in place of the term source reduction and is defined in 40 CFR Part 35.343 as follows: “Pollution prevention/source reduction is any practice that:(1) Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal;(2) Reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants; or (3) Reduces or eliminates the creation of pollutants through:(i) Increased efficiency in the use of raw materials, energy, water, or other resources; or(ii) Protection of natural resources by conservation.

³ Colleges or universities that are agencies or instrumentalities of a state government are eligible and must include documentation demonstrating that they are chartered as a part of a state government. Documentation may include: a state constitution reference, college/university charter, W-7 tax form or case law that has confirmed the college or university to serve as an instrumentality of a state. Colleges or universities that are not chartered as a part of state government are not eligible.

Pollution prevention/source reduction 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.”

Recently EPA has clarified that when the reuse and/or remanufacturing of material product is integral and necessary for the production of product, the reuse or remanufacturing of a material product before discard is considered source reduction.

4. 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.B.**

5. Alignment with EPA’s Strategic Plan: Proposed work plans must note a commitment to work towards the strategic measures identified in the Fiscal Year 2014-2018 EPA Strategic Plan. (To view EPA’s plan, see this URL: <http://www2.epa.gov/planandbudget/strategicplan> and click on FY 2014- 2018 Strategic Plan. Goal 4 is described on pages 31-36 and the strategic measures for preventing pollution and promoting environmental stewardship are listed on page 72.)

The EPA strategic plan includes Objective 4.2: Promote Pollution Prevention. “Conserve and protect natural resource by promoting pollution prevention and the adoption of other sustainability practices by companies, communities, governmental organizations and individuals.” The strategic measures are:

- a) By 2018, reduce 600 million pounds of hazardous materials cumulatively through P2.
- b) By 2018, reduce 7 million metric tons of carbon dioxide equivalent (MMTCO₂Eq) cumulatively through P2.
- c) By 2018, reduce 6.9 billion gallons of water use cumulatively through P2.
- d) By 2018, save \$1.3 billion in business, institutional and government costs cumulatively through P2 improvements.
- e) By 2018, increase the number of safer chemicals and safer chemical products by 1,900.

These numeric targets encompass a variety of Agency programs including grants, voluntary partnerships, and eco-labeling programs. Proposals must note how their activities will contribute to one or more of these Agency targets.

6. EPA’s statutory measurement provisions and environmental results policy: EPA’s Environmental Results Policy (EPA Policy Order No.5700.7A1 (http://www.epa.gov/ogd/epa_order_5700_7a1.pdf)) requires that all assistance agreements be aligned with EPA's strategic goals and objectives. EPA also requires assistance programs to focus not only on outputs (i.e., the activities and/or associated work products performed or conducted by an assistance agreement recipient during the funding period) but also on outcomes (i.e., the results, effects, or consequences of a recipient's activities). As a result of this order, EPA will negotiate outcomes and outputs with all grantees. In addition, Section 6605 of the PPA, 42 U.S.C. 13104(d) states: “The Administrator 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.”

a) For PPIN grants, two general audience categories can be identified: 1) the “end user” who is seeking P2 information for use in their own business or facility and 2) the “intermediate user” who uses P2 information to assist other clients. Behavioral and environmental outcomes for these two audiences may be the same or different.

b) Because the PPIN grant activities are focused on P2 information collection and dissemination, training, collaboration and coordination, the outcomes from PPIN grants are related to understanding and behavior change. Over longer periods of time behavior change can lead to environmental changes. Listservs, training, conference calls, webinars or meetings provide opportunities to gather information on changes in awareness, understanding or behavior of clients.

Examples of quantitative output measures anticipated from PPIN grants include, but are not limited to:

- Number of clients assisted through calls, emails or website P2 information assistance;
- Number of web site page views or user sessions; and
- Number of clients attending workshops, trainings, or conferences conducted.

Examples of quantitative outcome measures anticipated from PPIN grants include, but are not limited to:

- Increased awareness and understanding of P2 options,
- Increased capacity of a state TAP to provide P2 information and services to end users,
- Number of facilities adopting P2 plans, or
- Pounds of hazardous materials reduced, gallons of water saved or metric tons of carbon dioxide equivalent reduced (MTCO₂e).

c) A logic model is a tool that may be useful in developing output and outcome measures (see example in Appendix B). The model shows the relationship between your work and your desired results. To determine whether the project has achieved its intended outputs and outcomes, you will need to collect data (e.g., observing behavior changes, administering pre- and post-tests) and identify measurable short term and longer term results. Grantees can use case studies and pre- and post-testing during webinars or workshop sessions to document environmental outcomes from their activities. Open-ended questions can be used to follow-up with participants to determine possible environmental outcomes resulting from training or information provided. Grantees may carry out their own survey without EPA grant funding. Surveys of 10 or more people which use the same questions are subject to the Paperwork Reduction Act (5 CFR 1320) when conducted using Federal grant funds. Applicants can send questions regarding surveys to the Agency contact listed in Section VII.

The template in Appendix B shows how a logic model can be used to identify the aspects of your work plan (resources/inputs; activities; outputs and outcomes) and the measurements associated with these activities. These measurements will be used to demonstrate effectiveness and impact of your project.

d) EPA requires all recipients of assistance agreements to comply with quality assurance requirements described here: <http://www.epa.gov/ogd/grants/assurance.htm> . Activities that involve measurement, environmental data generation, or include information obtained from other sources, such as databases or website logs, require a Quality Management Plan (QMP) and a Quality Assurance Project Plan (QAPP). Applicants should allow sufficient time and resources for this process in their proposed projects. Applicants for the FY 2015 Pollution Prevention Information Network Grant Program are not required to submit the QMP and QAPP as part of the proposal package; however, each grant award will contain a term and condition establishing a deadline for the grantee to submit acceptable quality assurance documentation to EPA.

II. AWARD INFORMATION

A. Amount of funding available: The estimated federal funding expected to be available for awards under this competitive opportunity is approximately \$800,000 in FY 2015. This amount is dependent on the Congressional appropriations for this program, the quality of proposals received, and other applicable considerations. Proposals must not request more than \$170,000 in Federal funds. Note: Most grants will range in value from \$60,000 to \$110,000 for work in Activities #1 and #2. Only one applicant will be selected to fulfill activity #3 and eligible for funding up to \$170,000.

Partial funding: EPA reserves the right to, in appropriate circumstances, partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process. To facilitate consideration of partial funding alternatives, the applicant's work plan should include clearly delineated tasks or phases. These tasks or phases should include separate budget estimates, including the associated match amounts.

B. Number of agreements EPA will award: EPA anticipates awarding up to eight cooperative agreements under this announcement ranging in value from approximately \$60,000 to \$170,000 in Federal funds, subject to the availability of funds, the quality of the proposals submitted, and other applicable considerations. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections.

Awards may be fully or incrementally funded, as appropriate, based on funding availability, satisfactory performance and other applicable considerations. In FY 2014 the assistance agreements awarded ranged in value from \$100,000 to \$125,000 in Federal funding.

C. Project period for awards: The project period for awards resulting from this solicitation will be one year (12 months). The estimated date for awards resulting from this solicitation will be in September 2015. Work under these awards would be expected to start October 1, 2015 and end on September 30, 2016.

D. Type of assistance agreement: Successful applicants will be issued a grant or cooperative agreement as appropriate. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the performance of the scope of work; in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

III. ELIGIBILITY INFORMATION

A. Eligible applicants: Section 6605 of the PPA and applicable parts of 40 CFR Part 35, Subparts A and B (40 CFR 35.340 et seq. and 35.660 et seq.) authorize EPA to award grants and cooperative agreements to the following applicants: 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., 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 and intertribal consortia (40 CFR 35.504).

B. Cost sharing and matching requirements: As required under Section 6605 of the PPA, applicants must provide at least a 50 percent match of the total allowable project cost. *The proposal must contain a detailed budget showing how 50% of the total project cost will be matched with non-Federal dollars or in-kind goods and services*⁴. Proposals that do not show how the Federal dollars will be matched will not be considered.

An example of the matching requirement is: the federal government provides half of the total allowable cost of a project and the recipient provides the other half of the cost. A one year project costing \$240,000 could be funded by a grant for up to \$120,000 in federal funds and the recipient is responsible for funding the other half (\$120,000) of the project. 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 Part 200.306.

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 itemized budget plan the type of match to be applied and how it will be used. The grant project officer 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.

⁴ For additional information and examples of the types of items that may be used to satisfy the match requirement, please refer to: 2 CFR Part 200.306.

C. Threshold eligibility criteria: Proposals must meet the following program and submission requirements at the time of submission or they will be rejected. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Threshold program requirements: This section addresses what to include in the proposal.

- a) Proposals must address one or more national P2 emphasis areas (Section I.C).
- b) Proposals must address one or more regional P2 priorities (Section I. D).
- c) Proposals must substantially comply with the grant requirements in Section I.E, including activities related to pollution prevention, cost share, alignment with EPA's strategic plan, and describing environmental results.
- d) Proposals must be from an eligible applicant as defined in Section III.A and the project period must be for no more than one year as noted in Section II.B.
- e) Proposals must indicate how 50% of the total project cost will be provided in non-Federal dollars as described in Section III.B and must not ask for more than \$170,000 in Federal funds (Section II.A). Most proposal may ask for up to \$110,000 for Activities #1 and #2. Only one applicant will be funded for up to \$170,000.
- f) If a proposal is submitted that includes ineligible tasks or activities, 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.

2. Threshold submission requirements:

- a) Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. Where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.
- b) In addition, initial proposals must be submitted through www.grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal is timely submitted.
- c) 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 or relevant SAM.gov system issues. An applicant's failure to timely submit their proposal/application through grants.gov because they did not timely or properly register in

[SAM.gov](https://www.sam.gov) or [grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with the contact in Section VII as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

IV. PROPOSAL AND SUBMISSION INSTRUCTIONS

A. Requirement to Submit 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 www.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 (Beth Anderson: anderson.beth@epa.gov; 202-564-8833). 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.

B. Grants.gov Proposal Submission Instructions (see Appendix A): Your organization's **Authorized Organization Representative (AOR) must submit your complete application package electronically to EPA through grants.gov (<http://www.grants.gov>) no later than May 22, 2015 at 11:59 pm ET.** Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

C. Content of Proposal: The proposal package **MUST** include all of the following materials:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Key Contact List (EPA Form 5700-54)
4. Project Narrative- addresses threshold eligibility criteria, programmatic capability and project work plan in 10 pages describing activities #1 and #2 which are threshold criteria. An additional three pages can be used to describe activity #3.
5. Other attachments, such as: Letters of support or resumes. These attachments do not count towards the page limit cited above.

Applicants may download individual grant proposal forms from EPA's Office of Grants and Debarment website at: http://www.epa.gov/ogd/grants/how_to_apply.htm. To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII.

Each proposal will be evaluated using the criteria referenced in Section V.A. Proposals must be prepared in substantial compliance with the requirements or they will not be considered for funding. Applicants must clearly label each activity in their proposal.

Mandatory Documents:

1. Application for Federal Assistance SF 424: Complete the form. There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711 or visit the website at <http://dnb.com>.

2. Budget Information for Non-Construction Programs (SF-424A): Complete the form. There are no attachments.

3. Key Contact List (EPA Form 5700-54): Complete the form. There are no attachments.

4. Project narrative: The project narrative, as described below, must be formatted for 8 ½" x 11" paper and must include page numbers to facilitate evaluation. The font used in the proposal should be easily readable.

Federal forms, the cover page, and appendices, such as resumes, letters of support, and indirect cost agreement, will not count toward the page limit.

The narrative in the proposal must be clearly labeled by activity # (activity #1 or #2 or #3) corresponding to the descriptions in Section I.B. Applicants only applying for activities #1 and #2 must limit their proposal to 10 pages. Applicants applying for all three activities can use up to three additional pages for describing the work plan for activity #3. If an applicant applies for all three activities the page limit for a proposal is 13 pages. Electronic files must be readable in Adobe Acrobat PDF or MS Word for Windows.

The proposal narrative should include the logic model template (Appendix A) to illustrate the relationship between the proposed work and the measures that will be collected to demonstrate the effectiveness of the proposed work.

Optional Documents:

5. Other attachments: Letters of support and/or resumes can be included in the proposal package as appendices and will not count against the page limit for the project narrative. When the work plan describes partnerships, funding, or in-kind services, a letter of support must be included in the proposal. Letters of support clearly state the intent of the partner and their contribution, cash or in-kind services to the project. A letter of recommendation offers an opinion supporting the proposed activity.

The following table is provided as a guide for drafting a work plan. Applicants must be sure to respond to all of the elements described in Section V.A as evaluation criteria.

Title activity #1: National P2 emphasis area:

1. Project title and purpose statement that describes the goals of the project.
2. Description of the organization applying for grant- including programmatic capability, past performance and history of meeting reporting requirements.
 - i) Programmatic capability:
 - Describe your organizational experience and plan for successfully achieving the objectives of the proposed project, including procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
 - Describe your staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
 - ii) Past performance: Submit a list of federally or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than five agreements, and preferably EPA agreements).
 - a) Describe whether, and how, you were able to successfully complete and manage those agreements.
 - b) Describe your history of meeting the reporting requirements under those agreements including your progress reports, achievement of expected outputs and outcomes, and final technical reports.
3. Provide a clear, concise description of the proposal work plan to address one or more national P2 emphasis areas. Include a table showing resources, activities and target customers, outputs and outcomes as shown in Appendix B. Describe activities related to meeting the three criteria stated in the Pollution Prevention Act:
 - 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 the development of source reduction plans,
 - Target assistance to businesses for whom lack of information is an impediment to source reduction,
 - Provide training in source reduction techniques. Such training may be provided through local engineering schools or other appropriate means.

Include data or user needs assessments identifying the need for proposed services or P2 information. The work plan should specify the intended audience(s) for proposed activities and how satisfaction will be measured.
4. National P2 information dissemination: describe the communication tools and activities used to develop and disseminate P2 information nationwide. Describe how communication will improve coordination and promotion of P2 information and training.

5. Collaboration: describe plans for working with partners within regions or with other centers to coordinate and build shared P2 information resources. Work plans should be specific about the role of each partner in the proposed activities. Letters of support should clearly state the intent of the partner and their contribution, cash or in-kind services to the project.

6. Budget, cost effectiveness and timeline: The work plan must include a detailed budget that estimates the cost for the ten standard budget object classes (personnel, fringe benefits, travel, equipment, supplies, contracts, other expenses, income, total direct costs, and total indirect costs) with Federal and non-Federal matching funds in separate columns. Personnel costs must include full time equivalent (FTE) designated for the work plan. Travel should indicate the number of individuals traveling, destination of travel, number of trips and the reason for travel. The budget narrative should justify equipment for the project and describe how contractual or sub-grant funds will be used. The timelines should indicate the sequence of activities and deliverables and describe how this will meet the needs of the targeted customers.

7. Environmental outcome measurement: describe the logic model sequence of resources/inputs, activities and targeted customers, outputs, and outcomes in the work plan. Describe activities for gathering feedback and measuring outcomes.

Title activity #2: Addressing regional P2 priorities.

1. Meeting regional P2 priorities: Provide a clear and concise description of the workplan to address specific regional priorities as described in Section I.D above. Describe resources, activities, targeted customers, outputs and outcomes. Describe communication, outreach or training activities and how feedback from activities will be collected.

2. Timeline and budget: Describe the sequence of activities and how this will ensure the success of the proposed activities. Provide a detailed budget which includes the ten categories of expenses (personnel, fringe benefits, travel, equipment, supplies, contracts, other expenses, income, total direct costs, and total indirect costs) with Federal and non-Federal matching funds in separate columns.

3. Environmental outcome measurement: Describe the outputs and outcomes resulting from the proposed activities and follow-up with customers to obtain measures.

Title activity #3: National coordination of P2 information centers.

Up to three pages to address this activity description.

1. Providing national coordination of P2 information resources: Provide a clear and concise description of activities to support communication and collaboration among grantees. Describe how up-to-date services and P2 information resources will be created and maintained for easy public access supporting the promotion and adoption of sustainable business practices.

2. Timeline and budget: Describe the sequence of activities and how this will ensure the success of the proposed activities. Provide a detailed budget which includes the ten categories of expenses (personnel, fringe benefits, travel, equipment, supplies, contracts, other expenses, income, total direct costs, and total indirect costs) with Federal and non-Federal matching funds in separate columns.

3. Environmental outcome measurement: Describe the logic model sequence of resources/inputs, activities and targeted customers, outputs, and outcomes for the proposed work plan.

D. Intergovernmental review: The PPIN grant program is eligible for coverage under Executive Order 12372, "Intergovernmental Review of Federal Programs" and 40 CFR Part 29. Applicants should consult the office or official designated as the single point of contact in his or her state for more information on the process the state requires to be followed in applying for assistance, if the state has selected the program for review. If the state has not selected the program for review or the state does not have a single point of contact, applicants must coordinate directly with affected state, area-wide, regional, and local entities. If the applicant does not know who their single point of contact is, they are advised to call the EPA Headquarters Grant Policy Information and Training Branch at 202-564-5325 or refer to the State Single Point of Contact website at http://www.whitehouse.gov/omb/grants_spoc *Federally Recognized Tribal governments are not required to comply with this procedure.*

E. Funding restrictions: Proposals must not ask for more than \$170,000 in Federal funds per year. Grant funds may only be used for the purposes set forth in the assistance agreement and must be consistent with the statutory authority in Section 6605 of the Pollution Prevention Act of 1990. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may 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

F. Other information:

1. Informational webinar. EPA's national P2 Program will hold an informational question and answer webinar with potential applicants and interested stakeholders concerning FY 2015 P2,

PPIN and Source Reduction Assistance requests for proposals. The webinar will be held on Wednesday, 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 RFP. Potential applicants and stakeholders 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. Questions and answers will be posted after the webinar at [EPA's P2 Grant web site](#). For further details about the type of questions EPA can respond to, please refer to the paragraph below regarding pre-proposal communications and assistance.

2. Pre-proposal/proposal communications and assistance. In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1; http://www.epa.gov/ogd/competition/5700_5A1.pdf), EPA 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 ranking criteria. Applicants are responsible for the contents of their proposals. EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Please note that applicants should raise any questions that they may have about the solicitation language to the contact identified in Section VII as soon as possible so that any questions about the solicitation language may be resolved prior to submitting a proposal. Please email questions to: anderson.beth@epa.gov and type "PPIN question" in the subject line. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

3. Amending this solicitation: EPA reserves the right to amend this solicitation as necessary. Amendments could be administrative (such as changes in dates), technical (such as a change in requirements), or fiscal. If this need occurs, EPA will post the amended solicitation on <http://www.grants.gov>.

4. Additional provisions that apply to this solicitation: Additional provisions that apply to the proposals and awards made under this solicitation can be found at: http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These provisions include but are not limited to: management fees, contracts and subawards under grants, and programmatic capability and past performance. The provisions found at the website link are important and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. PROPOSAL REVIEW INFORMATION

Evaluation Criteria: Only eligible entities whose proposals meet the threshold eligibility criteria in Section III of this announcement will be reviewed according to the evaluation criteria set forth below in Section V.A.

Every eligible proposal will be evaluated using the first 9 evaluation criteria listed in the table under Section V.A by reviewing the first 10 pages of the proposal. Proposals must address both activities #1 and #2 and can score up to 100 points for those activities.

Proposals may also address activity #3, national coordination of P2 information centers, and can use up to three additional pages to describe the work plan (total proposal length would be 13 pages). Activity #3 will be evaluated using the evaluation criteria 10, 11 and 12 as described in the table below and can earn up to 30 points, for a total of 130 points for these proposals.

Applicants should directly and explicitly address the criteria described below for each activity in their project narrative. The total number of points possible will be determined by the activities described. No more than 10 pages can be used to describe both of the required activities #1 and #2. No more than three pages can be used to describe activity #3. The total length of the proposal can be no more than 13 pages.

A. Evaluation Criteria

1. Programmatic capability and past performance criteria: 21 points total

a) Programmatic capability (6 points): Under this criterion, applicants will be evaluated on their ability to successfully manage and complete the proposed project taking into account the applicant's:

(i) Organizational experience and plan for timely and successful achievement of the objectives of the proposed project **(2 points)**.

(ii) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project **(2 points)**.

(iii) Procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner **(2 points)**.

b) Past performance capability (15 points): Under this criterion, applicants will be evaluated on their ability to successfully complete and manage the proposed project taking into account the applicant's:

(i) Past performance in successfully completing and managing the federally-funded assistance agreements of similar size, scope and relevance to this project identified in response to Section IV.E.5. of this announcement **(10 points)**.

(ii) History of meeting the reporting requirements under the federally-funded assistance agreements identified in response to Section IV.E.5. of the announcement including whether the applicant submitted acceptable final technical reports, timely reports on progress toward achieving the expected outputs, outcomes, and measurable results and if such progress was not being made whether the applicant adequately reported why not **(5 points)**.

Activity #1: National P2 emphasis area work: 59 points total

2. Technical assistance information and training (20 points): When evaluating proposals, in accordance with the statutory criteria for P2 Grants as described in P2 regulations at 40 CFR 35.342 and 35.661, EPA will evaluate how well the applicant 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 the development of source reduction plans **(4 points)**;
- (ii) Target assistance to businesses for whom lack of information** is an impediment to source reduction **(8 points)**; and
- (iii) Provide training in source reduction techniques.** Such training may be provided through local engineering schools or other appropriate means. **(8 points).**

3. National P2 information dissemination (10 points): How well does the proposal describe the applicant's communication tools and activities to develop and disseminate P2 information, tools and resources to address the national P2 emphasis area(s).

4. Collaboration (10 points): How well does the proposal describe the applicant's plans for collaborating with partners within the regions or with other regional centers to coordinate and build shared P2 information resources?

5. Budget, cost effectiveness and timeline. (9 points)

i) Budget (3 points): How well does the proposed budget list and describe the ten categories of expenses (personnel, fringe benefits, travel, equipment, supplies, contracts, other expenses, income, total direct costs, and total indirect costs) with Federal and non-Federal matching funds in separate columns? Are the proposed costs reasonable and necessary to accomplish the proposed tasks?

ii) Cost-effectiveness: (3 points): How cost effective is the proposal considering the organizational overhead (indirect costs) and the cost per tasks described in the work plan?

iii) Timeline (3 points): How well does the timeline describe the sequence of events to ensure the success of the proposed activities?

6. Environmental outcome measurement (10 points):

i) How well does the proposal describe the logic model sequence of resources/inputs, activities, outputs, and environmental outcomes in the work plan? (5 Points)

ii) How well does the proposal describe how outcome information will be gathered and measured? (5 points)

Activity #2: Address regional P2 priorities: 20 points total

7. Meeting specific P2 information needs. (8 points):

i) How well do the proposed activities address regional priorities and target audiences? (4 points)

ii) Does the work plan include support for communication and outreach activities, outreach, and targeting specific audiences? (4 points)

8. Timeline and budget. (4 points)

i) Timeline (2 points): How well does the timeline describe the sequence of events to ensure the success of the proposed activities?

ii) Budget (2 points): How well does the proposed budget list and describe the ten categories of expenses (personnel, fringe benefits, travel, equipment, supplies, contracts, other expenses, income, total direct costs, and total indirect costs) with Federal and non-Federal matching funds in separate columns? Are the proposed costs reasonable and necessary to accomplish the proposed tasks?

9. Environmental outcome measurement (8 points):

i) How well does the proposal describe the logic model sequence of resources/inputs, activities, outputs, and environmental outcomes in the work plan? (5 points)

ii) How well does the proposals describe strategies for obtaining feedback on the services provided or outcome information? (3 points)

Activity #3: National coordination of P2 information centers: 30 points total

Up to three pages to address this activity description.

10. National P2 information coordination (21 points)

i) How well would the applicant's approach to communication, coordination and maintenance of website information ensure easy access and relevance of P2 information to business needs? (7 points)

ii) How well does the proposal address an outreach and communication strategy with other grantees and with the public? (7 points)

iii) How well does the proposal describe strategies for getting feedback measuring the effectiveness of outreach and information resources? (7 points)

11. Timeline and budget. (4 points)

i) Timeline (2 points): How well does the timeline describe the sequence of events to ensure the success of the proposed activities?

ii) Budget (2 points): How well does the proposed budget list and describe the ten categories of expenses (personnel, fringe benefits, travel, equipment, supplies, contracts, other expenses, income, total direct costs, and total indirect costs) with Federal and non-Federal matching funds in separate columns? Are the proposed costs reasonable and necessary to accomplish the proposed tasks?

12. Environmental outcome measurement (5 points): How well does the proposal describe the logic model sequence of resources/inputs, activities, outputs, and outcomes in the work plan?

B. Review and selection process: Proposals will first be evaluated against the threshold eligibility criteria listed in Section III of this announcement. Those proposals meeting the threshold eligibility criteria will be reviewed and scored by a national review panel of EPA professionals. All reviewers must sign a conflict of interest statement indicating they have no conflict of interest. The national panel evaluations will use the evaluation criteria and point scoring noted in Section V.A. The national review panel will use a consensus scoring evaluation

process, whereby reviewers will individually evaluate proposals then regroup with the national panel to assess proposals for possible award funding.

The review panel will develop two separate lists to forward to the Approving Official for final funding decisions. One list will rank only those proposals that addressed all of activities: #1, #2 and #3, for 130 points using 13 pages. The second list will rank all of the proposals using the first nine evaluation criteria listed in the table under Section V.B by reviewing the first 10 pages of the proposal for a possible 100 points. Proposals that include the optional 3rd activity may be partially funded for activities #1 and # 2.

The panel will send these two ranked lists of proposals forward to the Director or Deputy Director of the Chemistry, Economics and Sustainable Strategies Division for final funding decisions. The selection official will consider proposal rankings and programmatic goals in making the final selections.

C. Other factors: The Approving Official (the Chemistry, Economics and Sustainable Strategies Division Director or Deputy Director) will make final funding decisions based on preliminary recommendations of the national review panel. In making the final funding decisions, the Approving Official may also consider programmatic priorities, availability of funds, geographic diversity, or duplication of effort with other ongoing projects.

The proposals recommended for funding will be forwarded to the applicable regional P2 program office. The regional office will contact applicants to request additional forms needed to complete the application. Only those applicants asked to submit additional EPA forms and information will be considered for an award.

VI. AWARD ADMINISTRATION INFORMATION

A. Award notification: EPA anticipates notifying successful applicants via telephone or electronic/postal mail within 90 days from the date the proposals are due. Notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification is not an authorization to begin work. The notification is to inform the applicant that its proposal has been selected and is being recommended for an award. The successful applicant may need to prepare and submit additional documents and forms which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

The official notification of an award will be made by the EPA grant officer. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail.

EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail within 90 days from the date proposals are due. The notification will be sent to the original signer of the Application for Federal Assistance SF 424.

B. Reporting requirements: Specific financial, technical and other reporting requirements to measure the grant recipient's progress will be identified in the EPA grant award agreement. Reporting must be consistent with the requirements of 40 CFR 35.107, 35.115, and 35.515. Funding recipients must complete six month and annual reports and provide a final report at the end of the grant period.

C. Confidentiality Statements: Awards made under this announcement are subject to the provisions contained in the Consolidated and Further Continuing Appropriations Act, 2015, Public Law 113-235, Division E, Title VII, Section 743. This provision prohibits EPA from awarding funds made available by the Act to an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

D. Administrative and national policy requirements.

1. EPA regulations. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

2. Reimbursement limitation. If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

3. EPA Financial Assistance Conflict of Interest Policy: As required by 2 CFR §200.112, EPA has established a policy regarding conflicts of interest for applicants and recipients of Federal financial assistance awards from EPA. The policy can be found at http://www.epa.gov/ogd/epa_interim_financial_assistance_coi_policy.htm. Applicants should review this policy and its requirements which include certain disclosure requirements. Applicants and recipients must complete the applicable disclosure requirements.

4. Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm. The provisions found at the website link are important and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

VII. AGENCY CONTACT

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail. For further information contact: Beth Anderson, Chemistry, Economics and Sustainable Strategies Division (MC-7406M), USEPA Office of Pollution Prevention and Toxics, 1200 Pennsylvania Ave., NW, Washington, DC 20460-0001, telephone number: (202) 564-8833; e-mail address: Anderson.Beth@epa.gov.

VIII. OTHER INFORMATION

Information about the Pollution Prevention Information Network grant program is available at: <http://www2.epa.gov/p2/grant-programs-pollution-prevention#ppin>. Information about the current P2Rx centers may be viewed at: <http://www2.epa.gov/p2/pollution-prevention-resource-exchange-p2rx>.

Appendix A

Grants.gov Proposal 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 on the registration requirements that must be completed in order to submit an application through grants.gov, 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 have a DUNS number and a current registration with the System for Award Management (SAM) and the process of 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 DUNS number assignment is 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 dropdown 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 application 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-2015-001, 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.

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than May 22, 2015, 11:59 pm (ET). Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit all of the application 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 application package, click on the “Show Instructions” tab that is accessible within the application package itself.

Proposal Materials: The following forms and documents are required under this announcement and are described in greater detail in Section IV of the announcement.

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Project Narrative - prepared as described in Section IV of the announcement.

Optional Documents:

5. Other Attachments, if applicable

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact Beth Anderson at (202) 564-8833. Failure to do so may result in your application not being reviewed.

Technical Issues With Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.

2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear.

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

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to www.Grants.Gov

by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Beth Anderson (anderson.beth@epa.gov) with the FON in the subject line. If you are unable to email, contact Beth Anderson at 202-564-8833. Be aware that EPA will only consider accepting applications that were unable to transmit due to www.Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call www.Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be *sure* to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Beth Anderson at 202-564-8833.

b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to Beth Anderson (anderson.beth@epa.gov) prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.

c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to Beth Anderson (anderson.beth@epa.gov) with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

Appendix B

Guidance for Submitting Environmental Outcome Measures for the PPIN grant program

A. Documenting environmental results related to EPA’s Strategic Plan: As noted in Section I.E.6, in order to comply with EPA’s Environmental Results policy (http://www.epa.gov/ogd/epa_order_5700_7a1.pdf) the Agency must review the results from completed assistance agreement projects and report on how they advance the Agency’s mission of protecting human health and the environment. A logic model is a tool that can show the relationship between the proposed work and desired results. To determine whether the project has achieved its intended outputs and outcomes, data must be collected (e.g., observing behavior changes, administering pre- and post-tests) to identify measurable short term and longer term results. Measurements can be used to demonstrate effectiveness and impact of the project.

Proposals should describe resources or inputs, the target audience of an activity, outputs and how outcomes will be measured. The audience for the P2 information services can be characterized as either final customers (who gather and use P2 information for themselves) or intermediate customers (who pass on P2 information to other clients).

The P2 information dissemination logic model (Figure 1-1) was developed during the evaluation of the PPIN grant program (<http://www.epa.gov/evaluate/pdf/PPIN-EvalReport.pdf>) and shows how P2 information can be related to environmental outcomes.

Grantees can use case studies and pre- and post-testing during webinars or workshop sessions to document environmental outcomes from their activities. Open-ended questions can be used to follow-up with participants to determine possible environmental outcomes resulting from training or information provided. Grantees may carry out their own survey without EPA grant funding. Surveys of 10 or more people which use the same questions are subject to the Paperwork Reduction Act (5 CFR 1320) when conducted using Federal grant funds. Applicants can send questions regarding surveys to the Agency contact listed in Section VII.

B. Examples of reporting formats:

1. Logic model template: Applicants are encouraged to present their expected inputs, activities, outputs and outcomes in the format shown in Table 1. Applicants should note the measurement approach they plan to use for relating activities to outcomes for each activity. In the measurement approach, grantees must describe the things that changed as a result of their activities. Examples include:

- Customer satisfaction/awareness (through testimonials, survey data, etc.)
- Changes in customer behavior (through number of best practices adopted, etc.)
- Changes in environmental performance

The narrative for this report should include:

- Name of the activity and brief description.
- The quantified environmental and behavioral outcomes expected from the project.
- An explanation of the assumptions and calculations used to produce the expected

numbers, such as degree of participation or P2-practice-adoption rate of workshop participants.

- An explanation of how actual outputs and behavior change data will be collected.
- A description of any particular significance of expected outputs, behavior changes, and environmental outcomes.

Table 1. Sample PPIN Logic model template

Semi-Annual --six months after beginning of project			
Resources/Inputs	Activities	Outputs	Outcomes
Staff FTE	Respond to requests for information on P2 practices.	Number of responses provided.	Increased awareness or knowledge of P2 practices.
Funding: Federal and matching			
Partners	Provide webinar or workshop on P2 practices.	PDF document of slides or recoded webinar presentation.	Increased awareness or knowledge of P2.
In-kind input		Post information on website.	Actions taken to implement P2 practice.
		Number of attendees.	Impact of P2 actions taken.
		Questions for follow-up or pre/post-test to show change in knowledge.	
Annual – at the end of the project			
Resources/Inputs	Activities	Outputs	Outcomes

2. Presenting results of P2 grant activities and their environmental outcomes: To allow greater transparency for relating P2 grant activities to environmental outcomes, the following examples provide reporting formats to link specific activities to actual outcomes. A short narrative description can provide a general overview with a table of results used to report the individual activities and outcomes related to specific entities.

a) Technical assistance or assessment: In the sample format (refer to **Table 2** below), each entity is listed, with a brief description of the 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. Applicants are

encouraged to indicate how they will identify entities and the time frame for the outcomes (month, year, etc.).

Table 2: Sample format for technical assistance

(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	Substituted farm-derived methane for grid electricity; 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

b) State environmental voluntary programs with self-reporting members or state planning law programs. Refer to Table 3 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. Applicants are encouraged to indicate whether outcomes will be annualized or not, whether they will be identifying entities by company name, by sector or more generically (e.g., mid-sized manufacturer, large company, municipality, facility A, facility B, etc.), and how non-hazardous reductions and related cost savings will either not be reported to EPA or will be clearly identified.

Table 3. Sample state environmental leadership program results with adequate transparency.

Facility Name	Indicator	Specific Indicator	Baseline (if normalizing, add extra column)	Quantity (if normalizing, add extra 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.

Facility Name	Indicator	Specific Indicator	Baseline (if normalizing, add extra column)	Quantity (if normalizing, add extra column)	Cost savings	Cost savings explanation
Company Y	Grid electricity	Set up common lunch break; shuts off named 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 to accomplish XYZ.

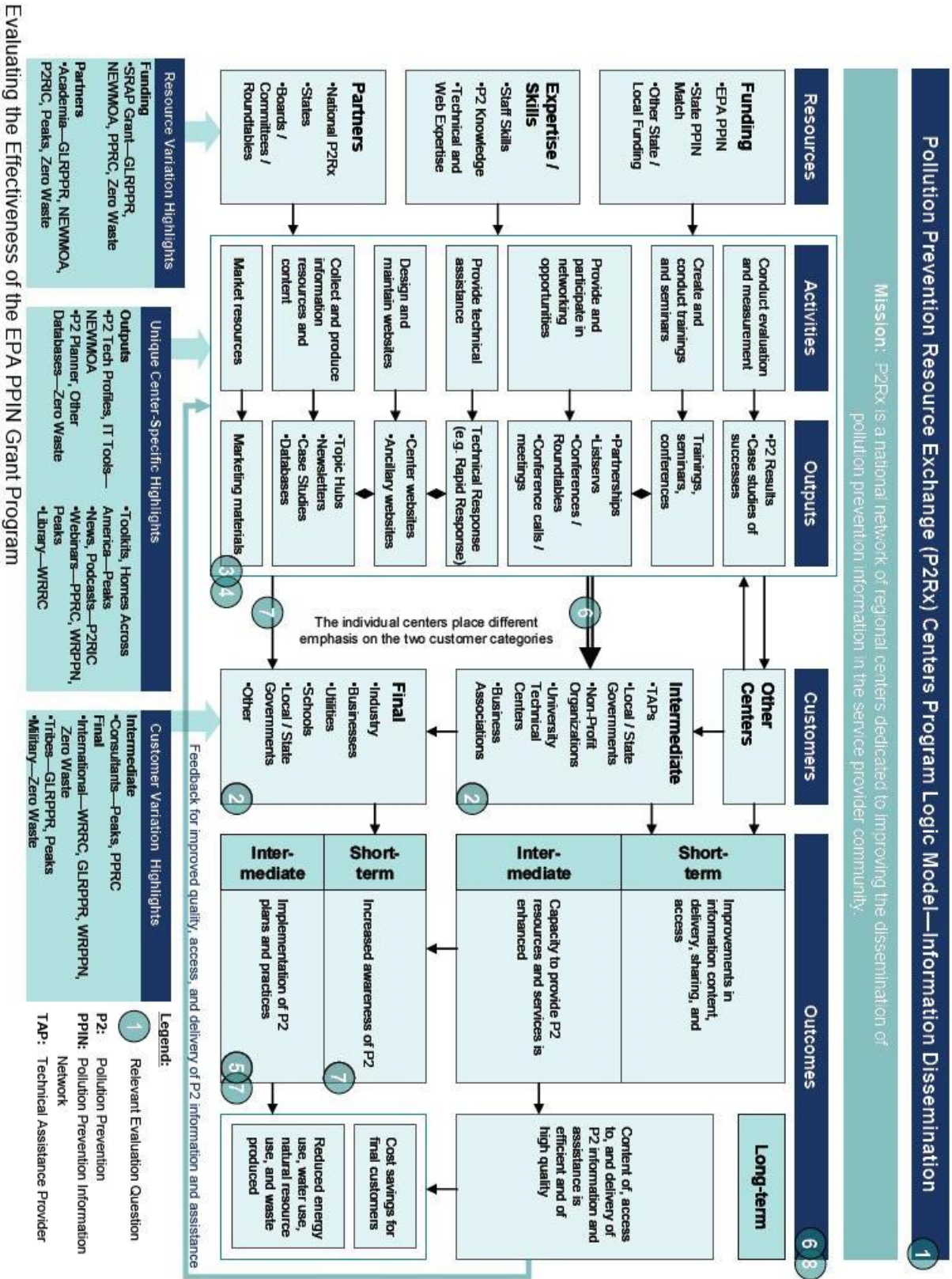
* (Non-haz waste *): For state reporters who themselves count these results: EPA wants to see non-hazardous pound reductions and associated cost savings itemized separately as a means to allow EPA's P2 Program to subtract these items when reporting its performance on reducing hazardous releases/inputs and saving costs (only from lower hazardous pounds, GHG, and water use).

c) P2 intern programs. Many P2 intern programs produce reports that address the elements that EPA is looking for (clearly linked and disaggregated implementation activities and outcomes, and the outcomes stated as annualized or otherwise). If the applicant lists a P2 intern program that produces a similar report, it will be adequate to simply state that and provide a link to a prior report. Otherwise, consider following the example noted for technical assistance provided under item 1 above. Examples of P2 intern reporting that are sufficiently transparent: www.iowap2interns.com/ ; <http://www.iowadnr.gov/Portals/idnr/uploads/waste/Intern%20Case%20Summaries/p2cs2012.pdf>

d) Sector initiatives. If an applicant has a project that covers a hospitality certification program or similar program with standard elements that participating entities adopt and apply, it will be adequate to indicate that the following can be provided: the number of facilities engaged in implementation and a formula that averages sector-facility performance.

e) Environmental management systems training and other workshops/roundtables. If no surveys or other follow-up was conducted to assess actual implementation and outcomes, then note training or workshop results as outputs, not outcomes. If actual implementation and outcomes were assessed, the approach outlined for technical assistance above is applicable.

Figure 1-1: Generic P2Rx Information Dissemination Logic Model



[illegible]

Appendix D

Itemized Budget Guidance and Sample Breakdown of Cost and Work Years per Task

Budget detail allows the EPA grant 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. The applicant must detail how 50% of the total project cost will be matched with non-Federal dollars or in-kind goods and services. Proposals that do not show how the Federal dollars will be matched will not be considered. A description of object class categories and a sample budget is below.

Description of object class categories:

Personnel: Indicate salaries, wages, job title, and percent work year (full time equivalent) of all individuals involved in the project.

Fringe Benefits: Indicate all mandated and voluntary benefits.

Travel: The budget narrative must describe 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. 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.

Supplies: Indicate any tangible personal property, 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. The budget narrative must describe the tasks to be funded under contract or sub-grant.

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: The organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of the proposed project/grant period. The applicant should indicate if the organization is in negotiations with an 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.

Use the Budget Narrative to provide details not included in the table such as names of individuals and job title, reason for travel, description of other expenses, description of work to be contracted, type of supplies to be purchased, etc.

Sample detailed budget

Object Class	Federal Grant	State Match	Total
Personnel	\$66,557 <i>1 Env. Senior Specialist – \$44,362 @ 50% 1 Library Tech. – \$39,338 @ 100% 1 Computer Consultant III – \$50,378 @ 10%</i>	\$92,957 <i>1 Env. Eng. III – \$44,500 @ 100% 2 Env. Eng. II – \$ 38,500 @ 50% 1 Info. & Com Specialist \$ 49,785 @ 20%.</i>	\$159,514
Fringe Benefits	\$17,159 SS: 7.65%; Ret: 8.14%; Med: \$4,156/year; Indirect: 9.7% of salary	\$21,535	\$38,694
Indirect	\$6,456	0	\$6,456
Travel	\$2,000 <i>1 staff attending 1 Admin meeting; 1 staff attending roundtable; in-state travel for video shoots</i>	0	\$2,000
Equipment	\$7,000 <i>Computer, video camera and associated equipment</i>	0	\$7,000
Supplies	\$1,000 <i>Webinar annual license</i>	0	\$1,000
Contractual	\$11,000 <i>Interns/temps to provide video and technical support</i>	0	\$11,000
Other	\$2,000 <i>Conference call line</i>		\$2,000
Income	0	0	0
Total	\$113,172	\$114,495	\$227,664

Provide a breakdown of the cost and full time-equivalent (FTE) effort allocated to each proposed task.

Sample chart showing work year (FTE) and cost per task:

Task	Title	Work Years		Funding	
		Federal	Match	Federal	Match
1	Water Efficiency	1.2	1.4	86,986	94,886
2	Rapid Response	0	0.1	0	7,401
3	P2 Results	0.2		12,965	0
4	P2Rx Center Management	0.2	0.15	13,722	12,208
Totals		1.6	1.6	\$113,172	\$114,495