

APPENDIX E

Guidance for Reporting Grant Outputs and Outcomes

This guidance is to help applicants respond to the Selection Criterion on Environmental Results and Measurement and Reporting for P2 Grant Recipients.

A. Directions for Performance Reporting

The following matrices show how information described in [Section I.I](#) can be reported for each business facility receiving technical assistance. Separate matrices should be used for each facility, and rows for each table can be expanded or added. For the convenience of the grantees, an [Excel spreadsheet template](#) available from the [EPA Pollution Prevention Website](#) and EPA Regional P2 Program Offices may be used for the required reporting.

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

P2 Grant Business Facility-Level Reporting Example 1

P2 Grant Information

Grant Number:		Grant Period (FY-FY)		Grant Project Number (1, 2, etc.):	
----------------------	--	-----------------------------	--	-------------------------------------------	--

Facility Information

Name (optional):		Contact (optional):	
EPA Identifier (optional):		City (optional):	
NAICS Code (6 Digits):		State:	
NEAs addressed:		Region:	
Date P2 recommendations were provided to the facility:		Date(s) of follow-up to check if P2 actions were implemented:	

P2 Actions and Outcomes

Recommended P2 Actions*	May track preliminary estimates here. Replace with verified post-implementation values when you get them.								Implementation:		If Not Implemented:	
	\$		Annual Reductions						✓	Comments		
	One-time Cost* to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Materials used (lbs)	Hazardous waste (lbs)	Air emissions (lbs)	Water pollution (lbs)	MTCO₂e emissions (tons)	Water use (gal.)	Y if Yes	Y	Include customized quantities and qualities of actual implementation.	Barrier to Implement
Ex. Reduce water use for cleaning (in coating dept.)							9,000,000	Y		Washer optimization completed.		
Ex. Install overhead electrostatic painting eqpt. & use infrared curing					13,600					Estimated emissions are VOCs.	Awaiting permit amendment.	Y
Ex. Install solar array						1,326			Y	Installed 1.2-megawatt solar array		

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

** Please do not indicate savings here.

P2 Grant Business Facility-Level Reporting for Green Certification or Leadership Programs Example 2

P2 Grant Information

Grant Number:		Grant Period (FY-FY):		Grant Project Number (1, 2, etc.):	
----------------------	--	------------------------------	--	-------------------------------------------	--

Facility Information

Name (optional):		Contact (optional):	
EPA Identifier (optional):		City (optional):	
NAICS Code (6 Digits):		State:	
NEAs addressed:		Region:	
Date P2 recommendations were provided to the facility:		Date(s) of follow-up to check if P2 actions were implemented:	

P2 Actions and Outcomes

P2 Actions Implemented	\$		Annual Reductions					
	One-time Cost* to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Materials used (lbs)	Hazardous waste (lbs)	Air emissions (lbs)	Water pollution (lbs)	MTCO _{2e} emissions (tons)	Water use (gal.)

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

** Please do not indicate savings here.

**P2 Grant Business Facility-Level Reporting Where
P2 Technical Assistance is Provided to Multiple Businesses**
(e.g., P2 training courses, outreach materials, roundtables)

Example 3

P2 Grant Information

Number:		Grant Period (FY-FY)		Grant Project Number (1, 2, etc.):	
----------------	--	-----------------------------	--	-------------------------------------------	--

Facility Information

(optional):		Contact (optional):	
Identifier (optional):		City (optional):	
6 Code (6 Digits):		State:	
Addressed:		Region:	
P2 recommendations were made to the facility Business:		Date(s) of follow-up to determine if P2 actions were implemented:	

P2 Actions and Outcomes

P2 Actions Implemented *	\$		Annual Reductions					W
	One-time Cost* to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Materials used (lbs)	Hazardous waste (lbs)	Air emissions (lbs)	Water pollution (lbs)	MTCO_{2e} emissions (tons)	

* Specific P2 recommendations to a business are not required where P2 technical assistance was broadly provided. However, EPA expects good faith efforts to follow up with businesses within one-year of when the technical assistance was provided, or by the end of the grant period to report information described above. Note: please do not report actions that are not considered P2 - refer to [Sections I.C](#) and [I.D](#) for guidance on what is and is not considered P2.

** Please do not indicate savings here.