COVID-19 Update: EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of EPA's Solicitation Clauses.

FEDERAL AGENCY: U.S. Environmental Protection Agency (EPA), Region 2, Land, Chemicals and Redevelopment Division (LCRD)

TITLE: FY 2022 and FY 2023 Region 2 Source Reduction Assistance in Communities Grants

ACTION: Request for Application (RFA)

RFA NUMBER: EPA- REG2-LCRD-P2-2022-1

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.717

IMPORTANT DATES:

September 15, 2022	Issuance of RFA
November 14, 2022	Application submission deadline (See Section IV.B for submission instructions)
December 15, 2022	Approximate date for EPA to notify applicants of results
January 30, 2023	Approximate date of award

DATES: To be considered for funding, applications must be received no later than the date and time of the submission deadline of Monday, November 14, 2022, by 11:59 PM, Eastern Time (ET). Application packages must be submitted electronically to Grants.gov (https://www.grants.gov) on or before this date and time in order to be considered for funding. See Section III.C.2. for more details about the deadline and Section IV.B. for submission instructions.

EPA will host an information webinar for potential applicants and interested stakeholders on Wednesday, October 5, 2022, from 2:00 – 3:30 pm (ET). The link to the webinar is here.

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I. Funding Opportunity Description

A. Background

Source Reduction Assistance grants support various technical assistance methods including research, investigation, experiments, education, training, studies, and/or demonstration of innovative techniques using source reduction approaches (also known as "pollution prevention" and herein referred to as "P2"). P2 means reducing or eliminating pollutants from entering any waste stream or otherwise released into the environment *prior to recycling, treatment, or disposal* - which is how EPA defines pollution prevention.

B. Scope of Work

Source Reduction Assistance in Communities Approach

EPA Region 2 is announcing a grant competition to fund "Source Reduction Assistance in Communities" assistance agreements that support research, investigation, study, demonstration, outreach, education, and training using source reduction approaches (also known as "pollution prevention" and herein referred to as "P2"). P2 means reducing or eliminating pollutants from entering any waste stream or otherwise released into the environment prior to recycling, treatment, or disposal. EPA is particularly interested in receiving applications that offer hands-on practical P2 tools, information and/or innovative P2 approaches to measurably improve public health and the surrounding environment, by reducing the use of hazardous substances, reducing toxic pollutants, supporting efficiencies in reducing resource use (e.g., water and energy), and reducing business expenditures and liability costs.

EPA Region 2 is interested in receiving applications for community-based projects that are performed in and benefit States or communities within EPA Region 2 (New York, New Jersey, Puerto Rico, U.S. Virgin Islands, and eight federally recognized Indian Nations), and that will create and/or promote and use new and/or existing P2 tools and information, green technology solutions, innovative financing partnerships or approaches, and multi-media and multi-stakeholder leadership approaches to measurably improve public health and the environment, by reducing the use of hazardous substances, reducing toxic pollutants, or supporting efficiencies in the reduction of pre-consumer resources (such as greenhouse gas emissions, plastics, water, and energy), and reducing beneficiary organization costs. Beneficiaries can include, for example: for-profit and not-for-profit businesses, non-profit organizations, cooperatives and worker-owned businesses, local municipal governments, religious organizations, universities/colleges, secondary schools, consortia, and associations. Applicants will need to select at least one of the following technical assistance methods as the primary approach for performing the grant activity: a) research, b) investigation, c) experiments, d) education, e) training, f) studies, and/or g) demonstration of innovative techniques.

Where feasible and appropriate, EPA strongly encourages applicants to emphasize P2 technical assistance, as described above, that can address Environmental Justice (EJ) concerns in underserved communities and/or climate change impacts. Applicants should describe in their application narrative how they will address EJ and climate change impacts in the communities of concern.

EPA describes EJ as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations, and policies. Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental, and commercial operations or policies. Meaningful involvement means people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public's contribution can influence the regulatory agency's decision; community concerns will be considered in the decision-making process; and decision makers will seek out and facilitate the involvement of those potentially affected. For purposes of this competition and the evaluation of applications, “underserved communities” means people/communities of color, low income, tribal and indigenous populations, and other vulnerable populations such as the elderly, children, and those with pre-existing medical conditions.

Climate change poses risks to human health, the environment, cultural resources, the economy, and quality of life. These changes are expected to create further challenges to protecting human health, welfare, and the environment. Under this solicitation applicants should address how climate change impacts may be addressed by providing P2 technical assistance to businesses and other organizations to reduce or eliminate greenhouse gas (GHG) emissions and/or increase energy efficiency to benefit the environment and health of communities. Climate change refers to any significant change in the measures of climate lasting for an extended period. In other words, climate change includes major changes in temperature, precipitation, or wind patterns, among others, that occur over several decades or longer. GHGs are gases that trap heat in the atmosphere. GHGs include, but are not limited to, Carbon Dioxide, Methane, Nitrous Oxide, and Fluorinated gases.

Applicants are encouraged to develop projects that apply innovative green technology solutions, use a community-based leadership approach, use service-learning and multi-media approaches, and/or leverage innovative financing to promote and implement pollution prevention and sustainability-based projects that lead to measurable and beneficial results.

Community leadership is an integral component in the development of a local community based P2 initiative. Strong community leadership can sustain commitments for environmental and social improvement through service learning, innovative governance, and communities of practice, and be aligned with allied jobs, economic development, and other cross-sector partnerships. A vision for a strong, long-term financing mechanism also reflects the likelihood of a sustainable community based project that can extend into the future and can be exemplified by designing an innovative financing model or tapping into a unique set of public and private financing mechanisms (e.g., micro loans, crowd funding, partner resource exchanges, leveraging other economic development incentives, or leveraging

other private and public grant funds) for P2 interventions to ensure continuous and integrated progress after the project period.

Awardee budgets and workplans may set aside funds from the potential two years of federal funding for an optional third year to collect and report on the P2 processes and practices adopted, outputs, and outcomes, and to complete P2 case studies and other amplification efforts.

Critical Elements

The Critical Elements of a Source Reduction Assistance in Communities application must include:

- Local measurable environmental and public health improvements and investments,
- An emphasis on P2 technical assistance that can address priorities in communities,
- Use of at least one of the following technical assistance methods to address P2 activities: research, investigation, applied experiments, outreach and education, training, studies, and/or demonstration of innovative techniques and green technology,
- Multi-stakeholder problem solving, leadership, collaboration, outreach, and capacity building,
- Leveraging existing partnerships and/or developing new partnerships within the community
- Documenting and sharing solutions identified and developed so that others can replicate these practices and outcomes,
- Developing at least one or more P2 case studies and other mechanisms to amplify results (see Appendix A for additional guidance),
- Documenting and reporting on P2 recommendations, progress, outputs, and outcomes that result from the technical assistance provided to the beneficiaries.

C. EPA Strategic Plan Linkage & Anticipated Outcomes, Outputs, & Performance Measures

Program Goals and Objectives: Pursuant to Section 6a of EPA Order 5700.7a1, "Environmental Results under EPA Assistance Agreements (https://www.epa.gov/sites/default/files/2015-03/documents/epa_order_5700_7a1.pdf)," EPA must review the linkage of proposed assistance agreements with the Agency's Strategic Plan. The activities funded under this announcement will support EPA's Final FY 2022-2026 Strategic Plan (https://www.epa.gov/system/files/documents/2022-03/fy-2022-2026-epa-strategic-plan.pdf) under Goal 7 (Ensure Safety of Chemicals for People and the Environment); Objective 7.1 (Ensure Chemical and Pesticide Safety Objective); Objective 7.2 (Promote Pollution Prevention). The program anticipates that assistance agreements (grants and cooperative agreements) awarded under this announcement will achieve the agency's goal and objective for P2 by addressing the required output and outcome performance measures provided directly below. Application narratives must explicitly explain how the work proposed will support the EPA Strategic Plan goal and objective identified above.

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see https://www.epa.gov/sites/default/files/2015-

03/documents/epa_order_5700_7a1.pdf). Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the EPA Strategic Plan goal and objectives described above.

Outputs. The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Examples of expected outputs from the project(s) to be funded under this announcement include the following: meetings, conference calls, training sessions, P2 tools, case studies, or other measurable efforts towards an environmental goal. Semi-annual progress reports and a comprehensive final report will be required outputs, as specified in Section VI (C) "Reporting Requirements" of this announcement. Applicants must describe their outputs and will be evaluated on their clarity and thoroughness.

Outcomes. The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period. Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes:

- Reduction in pounds of hazardous material used and of hazardous substances, pollutants and contaminants released,
- Reductions in gallons of water used,
- Reductions in metric tons of carbon dioxide equivalent (MTCO2e) released, and
- The dollar savings associated with achieving reductions in hazardous material use, hazardous releases, water use, and energy use, including savings from reduced regulatory burden.

Applicants are also encouraged to measure, when appropriate, other important innovative financing, investment, and leadership metrics relevant to the setting of the project. Applicants must describe their outcomes and will be evaluated on their clarity and thoroughness.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

i) What are the measurable short-term and long-term results that the project will achieve?
ii) How does the plan measure progress in achieving the expected results (i.e., outputs and outcomes) and how will the approach use resources effectively and efficiently? How will the innovative leadership and financing approaches contribute to sustainable short and longer-term improvements in the community?

D. Statutory Authorities

The Source Reduction Assistance in Communities agreements will be awarded under the following EPA statutory authorities: Clean Air Act, Section 103(b)(3), as amended; Clean Water Act, Section 104(b)(3), as amended; Federal Insecticide, Fungicide, and Rodenticide Act, Section 20, as amended; Safe Drinking Water Act, Section 1442 (a)(1) and (c), as amended; Solid Waste Disposal Act, Section 8001(a), as amended; and Toxic Substances Control Act, Section 10, as amended. All application activities must apply at least one of the statutory authorities listed above. The grant authorities within each statute authorize the agency to award assistance agreements for research, investigations, experiments, outreach and education, training, surveys, studies, and/or demonstration of innovative techniques.

For projects that will support demonstration activity, the project must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration. The applicant must clearly explain in the application how the P2 technologies, methods, or approaches used are new or experimental and how the project otherwise meets the requirements of a demonstration as described in this RFA. If your project uses technologies, methods or approaches that have been used previously in other geographic areas and/or business sectors, then your application must include an explanation as to how your demonstration project is different from such prior projects and is a true demonstration.

The applicant must also explain what will be learned in the industry from the demonstration project. If your project is truly a demonstration and complies with other eligibility factors, then it will be considered for funding.

D. How Does EPA Define P2?

Pollution prevention, also called "source reduction," is any practice which reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling of discarded material, treatment, or disposal; and reduces the hazards to public health and the environment associated with the release of those substances, pollutants, or contaminants. P2 practices include equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control. EPA has also interpreted P2 as including practices that increase efficient use of water, energy, raw materials, or other resources that may protect natural resources through conservation methods, or in-process recycling (i.e., process improvements to reuse materials within the same business/facility in the production process). Reducing the amount of pollution in the environment means producing less

waste to control, treat, or dispose. Less pollution means fewer hazards posed to public health and the environment.

E. What is Not P2?

For purposes of this announcement, P2 does not involve practices which alter the physical, chemical, or biological characteristics or the volume of a pollutant, hazardous substance or contaminant through a process or activity which itself is not integral to and necessary to produce a product or in providing a service. See Pollution Prevention Act Section 6603 and 40 CFR 35.343 and 35.662. The following are not P2 activities and cannot serve as the basis for P2 grant funding: recycling of discarded materials, waste clean-up, disposal activities, managing or processing of non-hazardous solid waste (e.g., paper, cardboard, glass, plastics), and the implementation of Lean manufacturing activities that do not involve reductions in the use/release of hazardous substances, pollutants, contaminants, greenhouse gas releases or water use. If any of these activities represents more than a small and ancillary part of the proposed work, EPA will not consider the application for an award. For assistance with recycling of discarded materials, waste clean-up, disposal and management or processing of non-hazardous solid waste activities, please refer to EPA's Reduce, Reuse, Recycle website.

G. Additional Provisions for Applicants Incorporated into The Solicitation

Additional provisions that apply to sections III, IV, V, and VI of this solicitation and/or awards made under this solicitation, can be found at EPA Solicitation Clauses. These provisions are important for applying to this solicitation and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in this solicitation (usually in Section VII) to obtain the provisions.

II. Award Information

A. Funding Available

Based on the Congressional appropriation received in Fiscal Year (FY) 2022 and anticipated in FY 2023 for the P2 Program, EPA Region 2 plans to award a total of approximately $228,000 in grant funding.

B. Partial Funding Provision

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application was

evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

Additionally, the total available funding will be disbursed over a two-year period, with up to $107,000 available in the first year and an additional $121,000 available in the second year, contingent upon the availability of funds, the quality of applications, and other applicable considerations. The available amount of funds will be divided equally between the number of awardees, so for example if there is only one grantee in the first year, it will receive the entire available $107,000, whereas if three grantees are selected from the competition, they will equally split the available funds. The same situation applies for funds available in the second year. It is anticipated that assistance agreements awarded under this announcement will have two-year project periods with an optional third year as explained in Section 1.A. above.

C. Possible Number of Agreements Awarded

EPA anticipates award of up to three grants under this announcement with a total combined value of up to $228,000. The federal funding amounts for individual grant awards under this announcement can range from $70,000 to $228,000. Funding is dependent upon availability of funds, quality of evaluated applications, Agency priorities, and other applicable considerations. EPA reserves the right to reject all applications and make no awards under this announcement. 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 selection. Any additional selections for awards will be made no later than six months from the date of the original selection.

D. Length of Project Period

The estimated project period for the award(s) resulting from this solicitation will begin in February 2023. Proposed project periods will be two years (with an optional third year to collect and report on the P2 practices adopted and to complete P2 case studies as discussed in Section I.A. above).

E. Funding Type

The funding for the selected project will be in the form of a grant. A grant is an award of financial assistance by the federal government to an eligible recipient in the form of money, property, or in-kind assistance in lieu of money by the federal government to an eligible recipient. The term does not include technical assistance from federal employees or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Also, the term does not include assistance, such as a fellowship or other lump sum award, for which the recipient is not required to account. The EPA will not be substantially involved in the performance of grants.

III. Eligibility Information

A. Eligible Entities

Eligible applicants include States, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, any territory or possession of the United States, local governments, city or township governments, independent school district governments, state controlled institutions of higher education, non-profit organizations, (other than institutions of higher education) private institutions of higher education, community-based grass roots organizations, and federally-recognized tribes and intertribal consortia.

Consistent with the definition of Nonprofit organization at 2 CFR § 200.1, the term nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes tax-exempt nonprofit neighborhood and labor organizations. Note that 2 CFR 200.1 specifically excludes Institutions of Higher Education from the definition of non-profit organization because they are separately defined in the regulation. While not considered to be a nonprofit organization(s) as defined by 2 CFR 200.1, public or nonprofit Institutions of Higher Education are, nevertheless, eligible to submit applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.1 are also eligible to apply as nonprofits or as instrumentalities of the unit of government depending on the applicable law. For-profit colleges, universities, trade schools, and hospitals are ineligible. Nonprofit organizations that are not exempt from taxation under section 501 of the Internal Revenue Code must submit other forms of documentation of nonprofit status such as certificates of incorporation as nonprofit under state or tribal law. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible for EPA funding as provided in the Lobbying Disclosure Act, 2 U.S.C. 1611.

B. Cost Sharing /Matching Funds and Leveraged Resources

1. Cost Sharing/Matching Funds

Source Reduction Assistance in Communities grant recipients, as required by the P2 Program, must provide at least a five percent match of the total allowable project cost. For example, the federal government will provide 95 percent of the total allowable project cost and the recipient will provide the remaining 5 percent. To further illustrate, if the total project cost is $80,000, to meet the 5% cost share/match requirement, the applicant must be able to provide $4,000 in cash or in-kind contributions to be eligible to receive $76,000 in federal grant funding from EPA.

Federal Award: $76,000
+ Cost share/match requirement: $4,000

Total Project Cost = $80,000

The match requirement must be demonstrated at the time of application by documenting, in the proposed budget, the type of match being provided and how it will be used. Cost sharing and matching contributions may include, but are not limited to, dollars; in-kind goods and services (e.g., volunteered time, photocopying and printing services); third-party contributions consistent with 2 CFR 200.306(b); or university faculty time or effort which can be offered as a cash contribution if the cost sharing occurs during the assistant agreement period and while the faculty member is under a continuing contract with the university.

If a partnership is formed with another federal government program, the cash or in-kind contribution from the federal entity may not be used by the applicant to meet the match requirement of the Source Reduction Assistance in Communities assistance agreement. In addition, if partnerships will involve contracts and/or subawards, applicants are strongly advised to consult the applicable rules for using contracts and subawards in federal assistance agreements. Applicants will find a discussion of the applicable rules in Section IV of the EPA Solicitation Clauses website at: https://www.epa.gov/grants/epa-solicitation-clauses
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Note: Cost sharing and matching requirements for applications under $200,000 for the U.S. Virgin Islands are waived as a matter of law as authorized by the Omnibus Territories Act, as amended, 48 U.S.C. Section 1469a.

2. Leveraged Resources

Leveraged resources or "leveraging" is when an applicant proposes to provide additional resources to support or complement the proposed project which are above and beyond the EPA grant funds that they are requesting and are not part of the match requirement. Examples of leveraging include the resources and expertise of partners (such as other Federal or state grants) or innovative financing partnerships (such as, but not limited to, Community Development Financial Institutions, micro-loans, voluntary resource exchanges and donations, job development training investments, foundation-derived funds and crowd-funding, and other private or non-profit funding sources) where the leveraging leads to a longer-term sustainable effort beyond the grant period. If applicants elect to leverage resources and partnerships, then the applicant must document how the leveraging will enhance the implementation of P2 recommendations, outputs, and outcomes provided to the beneficiaries during and after the grant period.

If an applicant chooses to leverage resources, the leveraging should only be described in the applicant's project narrative and should not be included in the project budget on the SF-424 or SF-424A. If applicants propose to leverage funds, EPA expects them to secure the leveraged resources described in their applications. If the proposed leveraging does not materialize during the performance period of the grant, EPA may reconsider the legitimacy of the award and/or take other appropriate action authorized under 2 CFR Part 200.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see above) that meet all the criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration because of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applications must substantially comply with the application 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 narrative proposal, pages exceeding the page limitation will not be reviewed.

2. Initial applications must be submitted through Grants.gov as stated in Section IV of this announcement (except in limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application 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 application is timely submitted.

3. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant www.SAM.gov system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in www.SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with Dale Carpenter, Carpenter.Dale@epa.gov as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.

4. The applicant must be an eligible entity as described in Section III.A. above.

5. All applications must specify and promote the goals and objectives of the Strategic Plan, as described in Section I.C.

6. Applications must conform to the Scope of Work as described in Section I.B. of this solicitation.

7. Applications must be focused on source reduction activities, as defined in Section I.A.

8. Projects that are demonstrations must involve new or not widely applied technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project.

9. If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

10. Applications must be for projects performed within EPA Region 2 (New York, New Jersey, Puerto Rico, Virgin Islands and Federally recognized Indian Nations).

IV. Application and Submission Information

A. Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants must apply electronically through Grants.gov under this funding opportunity based on the grants.gov instructions in this announcement. If your organization has no access to the internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined here. Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this opportunity only are addressed in section c. *Technical Issues with Submission* below.

B. Submission Instructions

1. SAM.gov (System for Award Management) Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the Entity Registration Checklist for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization's legal business name and address. Please review the Frequently Asked Questions on the difference for additional details.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the Federal Service Desk for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

2. Grants.gov Registration Instructions

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the Grants.gov Applicant Registration instructions. As part of the Grants.gov registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in Grants.gov. Please review the Intro to Grants.gov-Understanding User Roles and Learning Workspace – User Roles and Workspace Actions for details on this important process.

Please note that this process can take a month or more for new registrants. Applicants must ensure that all registration requirements are met to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. 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. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

3. Application Submission Process

To begin the application process under this grant announcement, go to Grants.gov and click the red “Apply” button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be

because you do not have the appropriate role to submit in your organization. Contact your organization's EBiz point of contact or contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov.

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through Grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization's SAM.gov account. If not, the application may be deemed ineligible.

4. Application Submission Deadline

Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov no later than 11:59 PM ET on Monday, November 14. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Applications submitted through Grants.gov will be time and date stamped electronically. Please note that successful submission of your application through Grants.gov does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not be considered.

C. Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

1. Contact Grants.gov Support Center **before** the application deadline date.
2. Document the Grants.gov ticket/case number.
3. Send an email with the funding opportunity number, EPA-REG2-LCRD-P2-2022-1, in the subject line to carpenter.dale@epa.gov before the application deadline time and date. The e-mail **must** include the following:

    a. Grants.gov ticket/case number(s),
    b. Description of the issue,
    c. The entire application package in PDF format.

Without this information, EPA may not be able to consider applications submitted outside of Grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not be considered.

Please note that successful submission through Grants.gov or email does not necessarily mean your application is eligible for award.

EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through Grants.gov due to Grants.gov or relevant SAM.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit prior to the application submission deadline date because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of an application outside of Grants.gov.

D. Application Materials

The following forms and documents are required under this 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. EPA Form 4700-4 Preaward Compliance Review Report,
5. Project Narrative Attachment Form: Use this to submit your Project Narrative, prepared as described in Section IV.E below.

Optional Documents:

6. Other Attachments Form: Use this to submit other attachments, if applicable.

E. Content of Application Submission

The following documents are required for all application packages. In addition to the mandatory documents listed in Section IV.D above, all applications must contain a "Narrative Proposal," and a "Budget Table and Budget Narrative." The "Narrative Proposal," a maximum of 15 pages in length, must explicitly describe the applicant's proposed project and specifically address each of the evaluation criteria disclosed in Section V.A "Evaluation Criteria," and the threshold eligibility criteria in Section III.C.

Narrative Proposal. Narrative proposals must be concise, well organized, and not exceed 15 typed, single-line spaced, 8 1/2 x 11" pages, which includes the one-page Summary Information Page. The font shall not be smaller than 10 points. The "Summary Information Page" page, item "a" below, is included in this page limit. The Narrative Proposal must provide the information detailed in this section and **include responses to all Section III.C, Threshold Criteria; Section V.A, Evaluation Criteria; as well as the information identified in Section I, Funding Opportunity Description**. Detailed information about your proposed project must be provided.

Do not include discussions of broad principles that are not specific to the proposed work or project covered by your application. Responses to evaluation criteria should include the criteria number and title but need not restate the entire text of the criteria. Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. **Vague descriptions, redundancy, and failure to address each of the evaluation criteria will result in a lower ranking**.

The Narrative Proposal must substantially conform to the following outline and content:

a. **Summary Information Page** (maximum of one-page) must include:
   - **i. Project Title.**
   - **ii. Applicant Name.** Identify the name of the organization submitting the application.
   - **iii. Organization's UEI number.**
   - **iv. Project Summary.** Briefly describe the project in one to four sentences.
   - **v. Contact Information.** Include name, title, address, email address, phone number. You can list both a primary and an administrative contact.
   - **vi. Total Project Cost.** Specify total cost of the project. Identify funding from other sources, including leveraging or in-kind resources.
   - **vii. Funding Requested.** Specify the amount you are requesting from EPA.
   - **viii. Project Period.** Provide estimated beginning and ending dates.

b. **The Narrative Proposal Work Plan** should provide the information below on how the applicant will implement and conduct its project and discuss how the proposal addresses each of the evaluation criteria in Section V of this announcement. The Narrative Proposal Work Plan must include:

   i. **Project Summary/Approach.** The summary shall contain the following components:

   - Detailed project summary, description of specific actions, innovative approaches, and methods to be undertaken and the responsible institutions, including estimated timeline for each task,
   - Provide a clear and detailed explanation describing how the project addresses an environmental and/or human health concern through the implementation of pollution prevention and source reduction,
   - Description of the associated work products to be developed,
   - Explanation of how the project benefits the target audience,
   - A clear and detailed explanation of how the project addresses the requirements in Section I.C (Strategic Plan Linkage),
   - Description of the roles of the applicant and partners,
   - Description of the applicant's organization and experience related to the proposed project,

- Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project,
- Description of how the project is replicable or transferable to other entities or communities.
- Description of whether the project would address EJ concerns in underserved communities and/or climate change impacts.

ii. **Environmental Results and Performance Measurement: Anticipated Outcomes and Outputs.** Describe what success looks like for your project. Describe the qualitative or quantitative outputs and outcomes that you will track to demonstrate that your project meets your intended objectives**.**

Anticipated Outcomes. Specify the expected environmental outcomes including those described in Section I.C, Measuring Environmental Results: Anticipated Outcomes and Outputs of this announcement. Discuss how you propose to track and measure your progress towards achieving the project outcomes and results. Include quantitative targets for outcomes when applicable. (Refer to Section V.A, Evaluation Criteria).

Anticipated Outputs. Identify the expected project outputs, including those described in Section I.C, Measuring Environmental Results: Anticipated Outcomes and Outputs of this announcement and describe how you will track and measure your progress towards achieving the expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period. Include quantitative targets for outputs when applicable.

Additional output and outcome measures connected to leadership approach and financing can be added here in addition to the four required P2 outcomes.

Identified Support for the Project: Here is where to describe community groups who support your project, partners who will assist you, and any local or state policies or laws which support or require the activities of the work plan. Leveraged funds also get included here. If funds, even from outside organizations, are necessary for the completion of the work plan, they must be included in the budget breakout. Applications will be evaluated on the strength of this support for the project. This can also be an area to discuss your community leadership approach and financing approaches when applicable.

iii. **Programmatic Capability and Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) that your organization performed within the last three years (no more than five agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely

reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score of half credit for that criterion.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

iv. **Project Sustainability:** Describe how the results or improved situation resulting from the completion of this project will be sustained after EPA funding for this project has ended, including chances of being self-sustainable in the longer-term.

v. **Expenditure of Awarded Grant Funds.** Describe your organization's procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

c. **Attachments.** The following documents shall be included as attachments to the narrative proposal. These documents will not count as part of the 15-page limit and do not have an individual page limitation. Attachments beyond the required attachments below will not be considered. Please provide a separate list of all attachments to the application.

Detailed Budget Narrative. Include a detailed budget narrative which clearly explains how funds will be used. The successful applicant's budget narrative should identify (1) specific tasks for which EPA funding will be used; (2) the costs associated with each task, (3) the costs that the applicant or other partners will fund for each task, if appropriate, and (4) what outputs will be produced from each task. Refer to Appendix B for additional guidance. The budget must account for two years of federal grant funding and if applicable an optional third year for measuring results and reporting. Each budget year should include estimated costs for each project task and category (i.e., labor, fringe benefits, travel, equipment, supplies, contractors, and other direct costs or indirect costs); and use of the match/cost share requirement (5%). Applicants should itemize costs associated under each project task and should identify activities and corresponding estimated costs. Detail should be provided on the total match offered and how it meets the minimum requirement specified in the RFA.

Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

Applicants should use the following instructions and budget object class descriptions to complete the Budget Detail section of the work plan:

Personnel - List all staff positions by title and, as an option, you can provide in a separate attachment, a resume for each person participating in the project. Give annual salary, percentage of time assigned to the project, and total cost for the budget period. This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services), this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the "Contractual" category; (2) costs for employees of subrecipients under subawards, or non- employee program participants (e.g., interns or volunteers) which are included in the "Other" category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization's negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

Fringe Benefits -Identify the percentage used, the basis for its computation, and the types of benefits included. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to the cost of leave, employee insurance, pensions, and unemployment benefit plans. If the applicant's fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.

Travel -Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel. Travel may be integral to the purpose of the proposed project (e.g., inspections) or related to proposed project activities (e.g., attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including individual consultants), which are included in the "Contractual" category; (2) travel costs for employees of subrecipients under subawards, and non-employee program participants (e.g., trainees) which are included in the "Other" category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified.

Equipment - Identify each item to be purchased which has an estimated acquisition cost of $5,000 or more per unit and a useful life of more than one year. Equipment also includes accessories necessary to make the equipment operational. Equipment is an eligible cost for this RFA if it is part of a demonstration project or if there is a clear connection to how the project will increase learning and understanding of P2. Equipment does not include: (a) equipment planned to be leased/rented, including lease/purchase agreement; or (b) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the "Other" category. Items with a unit cost of less than $5,000 should be categorized as supplies, pursuant to 2 CFR 200.1. The budget detail must include an itemized listing of all equipment proposed under the project.

Note: If your organization has written procurement procedures that define a threshold for equipment costs that is lower than $5,000 then that threshold takes precedence.

Supplies - "Supplies" means all tangible personal property other than "equipment." The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the "Other" category.

Contractual -Identify each type of proposed contract and specify its purpose and estimated cost. Contractual services (including consulting services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. EPA's Subaward Policy and Supplemental Frequent Questions has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the "Other" category.

EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non- competitive), if known. Any proposed non-competed/sole-source contracts exceeding $3,500 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g., consulting) that are widely available in the commercial market. Refer to EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for EPA's policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost. This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category include insurance; rental/lease of equipment or supplies; equipment service or maintenance contracts; printing or photocopying; participant support costs such as non-employee training stipends and travel, subsidies, or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the "Other" category and include the estimated amount of participant support costs in a separate line item.

Subawards (e.g., subgrants) are a distinct type of cost under this category. The term "subaward" means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient event if the agreement is referred to as a contract. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the "Other" category and a description of the types of activities to be supported. Refer to EPA's Subaward Policy and supplemental Frequent Questions for additional guidance.

Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base. Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. For indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:

- Personnel: (Indirect Rate x Personnel = Indirect Costs)
- Personnel and Fringe: (Indirect Rate x Personnel & Fringe = Indirect Costs)
- Modified Total Direct Costs: (Indirect Rate x Modified Total Direct Costs = Indirect Costs)
- Direct Costs minus distorting or other factors such as contracts and equipment: (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.

Milestones. Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. For efficiency, it is suggested that project milestones be coordinated with important events (e.g., budget cycle, meetings, etc.).

(Optional) Letters of Support. The applicant should provide names and phone numbers of persons to contact at the organization providing the letter of support along with a description of what involvement (e.g., assistance, role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments.

V. Application Review Information

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

For purposes of this grant program, technical assistance methods include a) research, b) investigation, c) experiments, d) education, e) training, f) studies, and/or g) demonstration of innovative techniques.

A. Evaluation Criteria

Criteria	Description	Points
1. Project Strategy & Overall Approach	**a.** Description of the Technical Assistance Beneficiaries: The quality and extent to which the narrative clearly describes the types and estimated number of technical assistance beneficiaries (e.g., businesses/facilities, municipal/local governments, local communities, trade associations, cooperatives, nonprofit organizations, and colleges /universities) that will be targeted for P2 technical assistance, through a) research; b) investigation; c) experiments; d) outreach and education; e) training; f) studies; g) demonstration of P2 innovative techniques; and/or h) new or not widely applied experimental green technologies, methods, or approaches.	**5**
	b. Environmental Justice and Underserved Communities Emphasis: Applications will be evaluated based on the extent to which they demonstrate how the project will address the disproportionate and adverse (see below) human health, environmental, climate-related, and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions	**5**

	that have affected and/or currently affect the underserved communities described in Section I of the solicitation. As part of this evaluation, applications will be evaluated based on: how the project benefits the underserved communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community and; the extent to which the project addresses engagement with these communities, especially local residents in these communities who will be affected by the project, to ensure their meaningful participation with respect to the design, project planning, and performance of the project. Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected the underserved communities described in this solicitation. The impacts may result from various factors including but not limited to being a function of historical trends and policy decisions. Factors that may indicate disproportionate and adverse impacts as referenced above include: differential proximity and exposure to adverse environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to causes such as age, chronic medical conditions, lack of health care access, or limited access to quality nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as lack of or ineffective language access programs, lack of programs to make processes accessible to persons with disabilities, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.	
	c. Environmental, Climate, and/or Human Health Concern: Under this criterion, applications will be evaluated based on the quality and extent to which the applicant	**5**

	demonstrates how and why their project will help protect human health and the environment, and help communities and ecosystems become more sustainable and resilient to the effects of climate change. An emphasis will be placed on the quality and extent to which the narrative describes, 1) how the applicant intends to provide and emphasize P2 technical assistance to address the local priority environmental and/or human health concerns of businesses and the community, 2) how the applicant intends to provide and emphasize P2 technical assistance to address local climate change impacts (measured in GHG emission reductions) of businesses and the community and, when feasible, 3) explain the implications of these local actions on the larger expression of regional/societal climate change impacts (measured in GHG emission reductions).	
	d. Alignment with Source Reduction Assistance in Communities Critical Elements: The degree to which the narrative presents a project that is aligned with the eight critical elements, as described in Section 1.B.	**10**
	e. Description of P2 Technical Assistance: The quality and extent to which the narrative describes in detail how the P2 technical assistance through studies, research, investigation, experimentation, outreach and education, training and/or demonstrations involving innovative practices and/or technologies will be conducted and delivered (e.g., on-site technical assistance visits to businesses/other entities to identify and develop P2 best management practices and innovations; off-site or remote support; referring clients to other P2 technical assistance materials and sources; offering training/demonstration projects to multiple businesses/other entities; planning collaborative opportunities for business sectors or other communities to explore and develop P2 solutions through a mix of approaches).	**10**
	f. Effectiveness and Sustainability of P2 Technical Assistance Approach: The extent to which the narrative provides a clear and logical rationale for how the proposed P2 technical assistance project(s) and approach are likely to encourage the targeted technical assistance beneficiaries to adopt P2 practices within the project period and beyond the project period. This section should demonstrate how P2 technical assistance is	**7**

	aligned with a behavior change management model that will promote source reduction and overall community wellbeing.	
	g. Leveraging Resources, Partners, and Expertise: The quality and extent to which the narrative describes a plan to leverage the resources and expertise of partners through a variety of approaches including innovative financing, capacity-building investments, and promotion of collaborative leadership and service learning. Partners could include States, Tribes, businesses, local/city governments, independent school districts, communities, trade associations, cooperatives, colleges/universities, nonprofit organizations, etc.	**5**
	h. Documenting, Amplifying, and Replicating P2 Best Practices: • The quality and extent to which the narrative describes how the applicant will meet the requirements to develop case studies and other materials (e.g., training, demonstration projects, videos, P2 tools) to document adopted P2 practices. • The quality and extent to which the narrative describes a plan and commitment to widely share P2 best practices and products developed during the grant (e.g., toolkits, assessment checklists, training modules, videos, case studies, outreach materials), and sharing lessons learned from the grant (e.g., insights, challenges, successes, recommendations). • The quality and extent to which the narrative describes how the applicant's project proposal can be replicated by other organizations and/or communities.	**10**
2. Environmental Results, Measurement & Reporting P2 Recommendations and Actions Implemented	The quality and extent to which the narrative describes how the technical assistance will effect desired behavioral changes in the beneficiaries that lead to outputs (e.g., meetings, publications, webinars, etc.) and specified outcomes (metrics tons of carbon equivalent reduced, pounds of hazardous materials reduced, gallons of water conserved, and dollars saved).	**6**
	The quality and extent to which the narrative describes a plan that provides P2 recommendations to beneficiaries in a manner that encourages the beneficiaries to implement the recommendations and leads to outputs and specified outcomes.	**8**

	The quality and extent to which the narrative describes a methodology to report to EPA the outputs and specified outcomes that result from the grantees' technical assistance efforts, including a detailed methodology of gathering the results as well as a complete and accurate reporting of the outcomes and outputs in approvable measurable results forms.	**8**
3. Timeline	Applications will be evaluated based on the quality and extent to which applicants set forth a reasonable time schedule for executing tasks associated with the project. The timeline must account for two years of federal grant funding and if applicable include an optional third year for measuring results and reporting. The timeline must include a breakout of project tasks; anticipated dates (from start to completion of each task); milestone markers (including the timing and approaches used to follow up with business, and other entities or clients); development of a list of specific deliverables associated with the timeline, such as case studies and other outreach materials; and a summary explanation for achieving project goals and objectives by the end of the project.	**5**
4. Budget	Under this criterion, EPA will evaluate applicants based on the extent and quality to which: a. The proposed budget provides a detailed breakout by funding type in the proper budget category for each activity the applicant is requesting funding. b. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes; and c. The applicant's approach, procedures, and controls will ensure that awarded grant funds will be expended in a timely and efficient manner.	**7**
5. Past Performance & Programmatic Capability	Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project by considering their past performance, if any: a. Past performance in successfully completing and managing federal government assistance agreements that illustrates a history of effectively meeting the reporting requirements under prior assistance agreements, including:	**3**

	• submitting acceptable semi-annual reports and the final technical reports under those agreements, • completing tasks on-time and within budget, adequately and timely reporting their progress toward achieving the expected outputs and outcomes of the project and documenting and explaining in detail whether progress was being made.	
	b. Programmatic capability of the organization to have the administrative capability, procedures, and controls in place to monitor the progress of the tasks to ensure that awarded SRA grant funds will be expended in a timely and efficient manner.	**3**
	c. Programmatic technical capability of staff, as demonstrated by their skills, knowledge, expertise, and other qualifications to successfully complete all the activities of the proposed grant project.	**3**

B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in Section III. Only those applications which meet all the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each application will be given a numerical score and will be ranked according to the numerical score. Preliminary funding recommendations will be provided to the Selection Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Selection Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

EPA Region 2 reserves the right to distribute awards to promote geographic diversity. If EPA Region 2 receives multiple high-scoring applications for projects that will be performed in different parts of the Region (New York, New Jersey, Puerto Rico, U.S. Virgin Islands, eight federally recognized Indian Nations) and, in the event multiple awards are being made, EPA Region 2 may make awards across different parts of the Region. All applications will be reviewed, scored, and ranked by score. If

applications have very similar scores, EPA Region 2 may pass over a closely ranked applicant to ensure wide geographic distribution of the grant awards.

VI. Award Administration Information

A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

Application Notifications:

1. EPA anticipates notification to successful applicants will be made via e-mail by December 15, 2022. The notification will be sent to the original signer of the application, or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the Region 2 Award Official.

   Applicants are cautioned that only an Award Official 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 Award Official, is the authorizing document and will be provided through electronic mail. 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.

2. EPA anticipates notification to unsuccessful applicant(s) will be made via email by December 15, 2022. The notification will be made to the original signer of the application, or the project contact listed in the application.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: Introduction to Regulations, Policies and Guidance for EPA Grants.

C. Reporting Requirement

Semi-annual progress reports and a detailed cumulative final technical report will be required. Semi-annual reports summarizing technical progress over the six-month reporting period, planned activities for the next six-month reporting period, and a summary of expenditures compared to allocated funds are required components for each semi-annual report. The grantee can also arrange complementary meetings with the EPA Project Officer (PO) if mutually beneficial and discuss upfront, with the EPA PO, the reporting format or share an outline for approval. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. Prior to submission of the final technical report, the grantee can consult with the EPA PO and/or share an outline for the final technical report. The final technical report should include: 1) a summary of all project activities undertaken with a comparison to the commitments in the workplan, 2) reporting on all measurable results consistent with the national template and regional results form, 3) an inventory of all deliverables and products, 4) a discussion of all successes, advances achieved, and costs of the project or activity and, 5) a discussion of any obstacles that prevented work from being accomplished. In addition, the final technical report shall discuss the problems, and lessons learned from the project or activity that could help overcome logistical, organizational, or technical obstacles to implementing a similar project elsewhere. The schedule for submission of semi-annual reports and the final technical report will be established by EPA at the time of award as part of the grant-specific Terms and Conditions of the assistance agreement. Any submission delays need to be approved in advance by the EPA PO. EPA will provide to the grant recipients the national and regional template forms for reporting results.

In addition to the semi-annual progress reports discussed above, administrative, and financial reports will be required in accordance with the schedules and standard forms also stipulated in the grant specific Terms and Conditions of the assistance agreement. A Quality Assurance Project Plan is required to be submitted and signed before work begins on the grant project. See Appendix C for guidance on preparing a QAPP. Any delays in this matter should be reported to the PO and the EPA Grant Specialist in a timely manner.

D. Disputes

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

VII. Agency Contact

For further information, contact:
U.S. Environmental Protection Agency, Region 2
Attn: Dale Carpenter
290 Broadway, 25th floor
New York, NY 10007-1866
(212) 637-4110
carpenter.dale@epa.gov

All questions or comments must be communicated in writing via email to the contact person listed above. Questions and answers will be shared with all applicants via email.

APPENDIX A

Guidance for Developing Case Studies

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

Case studies are not the same as success stories, which are communications targeted for a broad audience. Success stories are meant to demonstrate the value of P2, and the success of the approach taken, with only general information about the new innovations, technologies or practices that may be of interest to others.

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

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

Audience: The target audiences for these case studies may include environmental professionals (such as State and Tribal P2 Technical Assistance Providers), local/city governments, communities, and/or businesses seeking to identify, assess, and implement P2 best practices, etc.

Elements: Generally, within 1-3 pages.

- Name and location of the business facility/other entity (optional if confidentiality concerns).
- EPA Region.
- General description of the business facility/other entity (e.g., size of facility, annual revenues, number of employees, size of population served, etc.).
- Why did the business/other entity choose to explore P2? (e.g., company goals, EMS requirement)
- What problem(s) was identified through P2 technical assistance?
- What were the major or innovative P2 actions implemented (e.g., process change, chemical substitution, green chemistry solution, equipment changes)? Please provide detail.
- Results (to the extent that the information below applies to the P2 action implemented):
    - Narrative description of the human health or environmental benefits, cost savings, or regulatory relief achieved by implementing the P2 actions.
    - Simple payback period.
    - Numerical results and associated cost savings for each P2 action and outcome, for example:

- Reduction in hazardous materials used (measured in lbs),
- Reduction in hazardous substances, pollutants and contaminants released to air, water, and land (lbs.),
- Reduction in metric tons of carbon dioxide equivalent (MTCO2e),
- Water conserved (gallons),
- Include regulatory relief not covered in the above (e.g., waste hauling costs, reductions in permitting costs),
- Other numerical outcomes.

APPENDIX B

Itemized Budget Detail Guidance

Applicants must provide estimated budget amounts to reflect timeframe of grant funding. The budget detail must be accompanied by a narrative that explains how the estimated costs for the various budget categories were derived and should provide enough detail for EPA to determine if the costs are reasonable, necessary, and allowable (see 2 CFR 200.402 – 200.409). 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 to reflect timeframe of grant funding. A description of object class categories is provided below. Additionally, applicants may also refer to EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance.

Description of Object Class Categories

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

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

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

2 CFR 200. 1 and 200.439 Equipment: Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies. It does not include rental or lease of equipment (this cost should be noted under the other category). Recipient's budget narrative should include: 1) type of equipment, 2) cost of equipment; and 3) brief narrative on the intended use. Equipment includes accessories necessary to make equipment operational. Recipients should indicate in the budget narrative if their organization has established lower limits for equipment. Note that not all funding programs allow for the purchase of equipment and some programs encourage leasing rather than purchasing equipment. If your project requires the purchase of equipment, you are encouraged to check with the

EPA Regional Pollution Prevention contact prior to submitting your application to ensure that the equipment purchases are allowable.

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

2 CFR 200. 1 and 200.459 Contractual Costs: Purchases of property or services that are necessary to the project or program and are carried out by an individual or firm. Contractual costs include: 1) consultants, 2) speaker fees, 3) contracts for services such as audio visual, website development, and other services necessary for the project, 4) analytical services from laboratories. Recipients should indicate any proposed contractual items that are reasonable and necessary to carry out the project's objectives. State recipients must follow the procurement procedures found at 2 CFR 200.317.

Other: Indicate only those types of direct costs that do not fit in any of the specific budget categories and are necessary to carry out the objectives stated in the work plan. Please refer to EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance for examples of costs that may be in this category.

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

2 CFR 200.414 Indirect Costs: Organization must provide documentation their indirect cost rate (percentage) that reflects the proposed project/grant period. The applicant should indicate if their organization is in negotiations with an appropriate federal agency to obtain a new rate. Examples of indirect cost include: 1) insurance, 2) publication costs, 3) occasional document reproduction at self service firms (staples), 4) communication costs, 5) rental/lease of equipment or supplies, 6) participant support costs such as stipends or travel assistance for trainees, interns, or non-employee work group members, 7) subawards. For further information on indirect costs, please refer to EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance Policy.

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

Measurement: The category of "measurement" is not an Object Class Category; nonetheless, grant conditions require the inclusion of a short description of applicable measurement costs to complete the budget detail.

APPENDIX C

Quality Assurance Guidance for Environmental Outcome Reporting for Source Reduction Assistance in Communities Grant Projects

This guidance is intended solely for Source Reduction Assistance in Communities grant projects that expect to generate environmental data. Prospective grant recipients may use this guidance to develop a Quality Assurance Project Plan (QAPP) to fully evaluate the success of their proposed grant work. If this guidance is used to develop a QAPP, it may be used in conjunction with the grantee's workplan to satisfy the P2C grant QAPP requirements. Note: Documentation provided using this guidance and the accompanying workplan must be submitted to the EPA Project Officer for review and approval prior to the prospective grant recipient receiving a P2C grant award.

Part A: Basic Project Information and Approvals

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

Part B: Identification of Environmental Outcomes to Be Reported

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

Part C: Calculations Used to Estimate Outcomes

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

Part D: Data Collection Description

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

Part E: Recordkeeping and Reporting Requirements

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