

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

FUNDING OPPORTUNITY TITLE: FY 2016 and FY 2017 Pollution Prevention Information Network (PPIN) Grants Program

ACTION: Request for Proposals (RFP)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.708

FUNDING OPPORTUNITY NUMBER: *EPA-HQ-OPPT-2016-001*

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SUBMISSION DATE: Proposals are due **May 17, 2016, 11:59 pm, (ET)**. EPA will receive proposals electronically through grants.gov. Refer to **Section IV** for full information on the submission process. Any proposal received after the submission deadline will not be reviewed.

SUMMARY OF ANNOUNCEMENT: EPA is announcing a two-year grant competition cycle to support two-year PPIN grant or cooperative agreements. EPA anticipates awarding approximately \$1.6 million in federal P2 grant funding (about \$800,000 in FY 2016 and \$800,000 in FY 2017) to state entities. The grants will support the development and delivery of pollution prevention (P2) information resources, tools, training and related services to meet the needs of businesses and technical assistance providers working in one or more of the three P2 national emphasis areas (NEAs). The three areas referred to as the NEAs are: 1) climate change mitigation/prevention of greenhouse gas emissions, 2) pollution prevention practices in the food manufacturing and processing sector, and 3) state or community approaches to hazardous materials source reduction. Applicants must demonstrate how their activities increase the adoption of pollution prevention practices by reporting outcome measures. Pollution prevention refers to practices that: 1) reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water, or other resources; or 2) reduce the amount of hazardous substance, pollutant or contaminate entering any waste stream or released to the environment. The cooperative agreements will be issued and managed through EPA's regional P2 programs. The amount of grant funding released each year is dependent upon Congressional appropriation and the quality of proposals received.

Applicants are strongly encouraged to read this announcement in its entirety as it provides important new information on the goals of the program, offers updated grant policies and program requirements, and provides revised evaluation criteria.

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Section I. FUNDING OPPORTUNITY DESCRIPTION

A. Programmatic Description: Under the authority of the Pollution Prevention Act of 1990 (PPA), EPA is announcing a grant competition to award approximately four to eight grant or cooperative agreements for a two year project period. EPA anticipates awarding approximately \$1.6 million in federal P2 grant funding (about \$800,000 in FY 2016 and \$800,000 in FY 2017) to eligible entities. The Pollution Prevention Information Network (PPIN) grant program supports a national network of grantees that develop and deliver specific P2 resources, tools, training and services to meet the needs of businesses and technical assistance providers (TAPs) working in one or more of the three P2 national emphasis areas (NEAs). The three topic areas referred to as the NEAs are: 1) climate change mitigation/prevention of greenhouse gas emissions, 2) pollution prevention practices in the food manufacturing and processing sector, and 3) state or community approaches to hazardous materials source reduction. Grantees promote P2 practices that reduce or eliminate waste at the source by modifying production processes, promoting the use of nontoxic or less toxic substances, implementing conservation techniques, decreasing the release of greenhouse gases, and promoting cost savings.

The primary activities of PPIN grantees are to support P2 in the three NEAs by:

- Assessing the P2 information and training needs of businesses and technical assistance providers;
- Developing P2 information resources, training materials or tools to meet those needs;
- Promoting and delivering tools, products and services through training and making P2 resources and tools available online; and
- Measuring the impact of their grant activities on adoption of P2 practices.

Grantees may convene TAPs and businesses across state boundaries to identify gaps in P2 information or skills in P2 NEAs and then identify and/or develop new tools or training to address those needs. Grantees may analyze data to target P2 assistance efforts or evaluate the environmental impact of a given sector in the NEA. Grantees may develop and deliver training or webinars to promote P2 practices. They may develop and deliver tools or calculators that can be used to convert the adoption of a P2 practice into the expected environmental outcomes e.g. greenhouse gas reduction or water conservation resulting from that practice.

Grantees are encouraged to propose innovative approaches to training and new ways to reach and engage target audiences. More active engagement and interaction in learning such as simulation or hands-on training can improve the chance of P2 practices being adopted in a business or facility. Websites, webinars, social media and calendars are examples of passive information diffusion, where information is posted for others to find. Grantees may use facility tours to promote technology transfer of specific P2 approaches. Grantees must follow-up with attendees to identify P2 plans or practices that were implemented as a result of the information or assistance provided by the grantee. Grantees must collect feedback from customers concerning the effectiveness of the information or assistance services provided.

Grantees must identify intermediate outcomes that document the nexus between their activities and long-term environmental results such as reducing greenhouse gas emissions, hazardous materials, and water consumption, as well as promoting cost savings to businesses. An example of a nexus between PPIN grant activities and long-term environmental outcomes would be documenting improved reach and effectiveness of state and local TAPs who use PPIN resources and services and provide direct assistance to businesses.

The benefits of the activities funded under the PPIN grant program are:

- Improved access to specific P2 technologies and practices that can meet the needs of businesses working in the P2 NEAs.
- Increased awareness of P2 tools and training opportunities conducted by state or local technical assistance programs.
- Decreased duplication of effort among state TAPs by increasing national awareness of P2 information resources such as case studies, database resources, self-paced P2 training, etc.

- Syndication and amplification of successful P2 efforts from a local or state level to a national level, creating stronger P2 technical assistance programs across the nation.

Grantees of this program have created a national network called the Pollution Prevention Resource Exchange (P2Rx) which provides information and services on their websites (see: <http://www.epa.gov/p2/pollution-prevention-resource-exchange-p2rx>).

This grant program is distinct from the P2 grant program (<http://www.epa.gov/p2/grant-programs-pollution-prevention>). The P2 grants fund activities within a single state, while the PPIN grants support a national network for communication and information exchange to meet P2 needs across multiple states and EPA Regions. The network can meet local geographic or regulatory needs using information developed by programs across the nation.

B. Program Elements:

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

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

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

Pollution prevention/source reduction does not include any practice which alters the physical, chemical, or biological characteristics or the volume of a hazardous substance, pollutant, or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or the providing of a service.”

3. Expected Environmental Outcomes and Outputs: EPA’s Environmental Results Policy (EPA Policy Order No.5700.7A1 (<http://www.epa.gov/grants/epa-order-environmental-results-under-epa-assistance-agreements>)) requires that all assistance agreements be aligned with EPA's strategic goals and objectives. EPA also requires assistance programs to focus not only on outputs (i.e., the activities performed and/or associated work products of the recipient during the funding period) but also on outcomes (i.e., the results, effects, or consequences of a recipient's activities). EPA will negotiate outcomes and outputs with all grantees. In addition, Section 6605 of the PPA, 42 U.S.C. 13104(d) states: “The Administrator shall establish appropriate means for measuring the effectiveness of the state grants made under this section in promoting the use of source reduction techniques by businesses.”

Applicants must identify the nexus between PPIN grant activities and environmental outcomes. Grantees must collect data and describe how outputs are linked to the desired outcomes. Data measuring the outputs and outcomes of a grant project must be collected and reported to document the work performed under the grant. Measurements are essential to demonstrating the impact of grant activities. Examples of outcome measurement activities include: using pre- and post-testing during webinars to demonstrate changes in knowledge and using open-ended questions to follow-up with workshop participants to demonstrate activities resulting from the training or information provided. Case studies can also be used to demonstrate the impact of grant activities. Work plans must identify outputs and intermediate outcomes and describe how these will be measured.

A logic model can be used to show the logical connections between activities, outputs and outcomes and how they lead to the desired results of the grant. Appendix A provides examples of outputs, outcomes, approaches to collect these outcomes, and a logic model.

4. Linkage with EPA's Strategic Plan: Proposed work plans must note a commitment to work towards the strategic measures identified in the Fiscal Year 2014-2018 EPA Strategic Plan. (To view EPA's plan, see this URL: <http://www.epa.gov/planandbudget/strategicplan> and click on FY 2014- 2018 Strategic Plan. Goal 4 is described on pages 31-36 and the strategic measures for preventing pollution and promoting environmental stewardship are listed on page 72.). The EPA strategic plan includes Objective 4.2: Promote Pollution Prevention. "Conserve and protect natural resource by promoting pollution prevention and the adoption of other sustainability practices by companies, communities, governmental organizations and individuals

5. Strategic Plan measures:

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

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

C. Scope of Work – Pollution Prevention National Emphasis Areas (NEAs): The EPA is asking for proposals that support the goals of one or more of the three national emphasis areas to more effectively achieve measurable results and demonstrable impact in these targeted areas. The three topic areas are described below and are the same three areas identified in last year's RFP.

1. Climate Change Mitigation/Prevention of Greenhouse Gas Emissions. Implement P2 projects that are specifically designed and targeted to achieve significant and measureable reductions of greenhouse gas (GHG) emissions and/or energy efficiency through technical assistance to businesses. Examples of possible activities under this NEA #1 include:

- Review and promote best practices for reducing fuel and electrical consumption due to transportation, processing, refrigeration, lighting, water usage etc.
- Offer training and identify tools that assist businesses and TAPs in identifying and implementing substitutions for chemicals and substances with highly potent GHG chemicals and/or materials.

2. Pollution Prevention Practices in Food Manufacturing and Processing. Implement pollution prevention projects that support more sustainable food manufacturing and processing resulting in reduced greenhouse gas

emissions, water usage, hazardous materials generation and use, and/or business costs. Examples of possible activities under this NEA #2 include:

- Provide training to food manufacturers in how to establish a baseline and select P2 practices for water conservation e.g. use of high volume, low pressure washing systems that reuse water.
- Provide training in [green chemistry](#) and [safer choice](#) solutions and tools (e.g. reduce quantity and toxicity of cleaning products or food processing chemicals).

3. State or Community-Approaches to Hazardous Materials Source Reduction – Implement pollution prevention projects to support state or community-based approaches to hazardous materials source reduction activities that reduce generation and use of hazardous materials.¹ Examples of possible activities under this NEA #3 include:

- Develop and deliver training and tools that assist businesses in improving material practices that reduce the use and risk of release of hazardous chemicals during a storm, flooding or other natural disaster event.
- Develop and deliver P2 assessments and training to businesses that use hazardous materials within environmental justice communities.

Regional focus areas under the P2 NEAs: All EPA regional offices, except regions 6 and 8, developed focus areas within the three national P2 emphasis areas that are of significant interest to the states or tribes in their region and have identified either: a) the types of activities they would like to see under the P2 NEAs or b) specific topic areas for activities under particular NEAs. Applicants in all of the EPA regions, except regions 6 and 8, must address one or more of the regional focus areas identified below and may elect to incorporate other project activities that carry out the goal of the NEA.

EPA regions 6 and 8 do not suggest specific focus areas, therefore PPIN applicants must propose activities under one or more of the NEAs. An applicant's activities may involve multiple EPA regions.

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

Regions 1 and 2 encourages applicants from all states and territories. Applicants should provide sufficient detail regarding the intended assistance recipients (e.g. types of businesses, state TAPs, etc.), anticipated frequency of contact through training, listserv/email, etc., and location of those you expect to assist. Proposals should rank proposed projects in order of priority and provide budget details for each project. Activities in the proposals may include:

- Collaboration with EPA regional staff in developing roundtable agendas and convening state roundtable meetings to exchange information regarding priorities, state program support needs and challenges and to identify opportunities to achieve P2 results in businesses in Region 1 and Region 2 especially as those priorities relate to EPA P2 National Emphasis Areas.
- Support for regional P2 networks and or workgroups. Such proposals should identify the current nature of work and topics expected to be undertaken by those workgroups, anticipated frequency of meetings, participant make-up and goals for the work of those networks. Please identify how this work will impact/build State TAP capacity.

Proposals should address the following focus areas:

- a) Manufacturing and service sectors in New England states, New York, New Jersey, Puerto Rico and the U.S. Virgin Islands. NEAs #1 or #3
- b) Food manufacturing sector in New England states, New York, New Jersey, Puerto Rico and the U.S. Virgin Islands. NEA #2

¹ The term community defined under this emphasis area applies to sectors, multi-organizational partnerships and compasses the definition used under the agency's cross-agency strategy action plan on communities. For more information, click on: <http://www.epa.gov/sites/production/files/2015-12/documents/fy16-communities-action-plan.pdf>

c) Green engineering and green chemistry approaches for businesses in New England states, New York, New Jersey, Puerto Rico and the U.S. Virgin Islands. NEA #3

Region 3 (DE, DC, MD, PA, VA, WV) and Region 4 (AL, FL, GA, KY, MS, NC, SC, TN):

Regions 3 and 4 are interested in proposals that support the P2 NEAs by providing:

- a) Assessment of Region 3 or 4 State and Technical Assistance Provider (TAP) needs, identifying information voids in promoting the use of source reduction techniques by businesses and using information networks to fill these voids. Information will be shared through workshops, trainings, and/or webinars developed by the grantee; and,
- b) Assistance to states and TAPs in documenting measurable reductions in GHGs, water use, hazardous materials, and costs by businesses using source reduction techniques and assistance in the collection of baseline data, P2 project implementation, and calculation of P2 results.
- c) Support P2 technical assistance programs in serving the manufacturing sector.

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

Region 5 is interested in proposals that:

- a) Provide assessment of Region 5 State and TAP needs, especially in support of the NEAs by identifying information voids in promoting the use of source reduction techniques by businesses. Use information networks to fill these voids through workshops, trainings, case studies and/or webinars developed by the grantee; and,
- b) Provide in-person collaboration opportunities with Region 5 States and TAPs to support information exchange and networking opportunities related to business practices for source reduction within each P2 National Emphasis Area.

Region 7 (IA, KS, MO, NE)

Region 7 is interested in proposals that develop, distribute and /or conduct activities that support that 3 P2 NEAs through collaboration with EPA Regional Staff, R7 Technical Assistance Providers (TAP), and the R7 Roundtable members, using Region 7 information and sources. The information or activities may include, but are not limited to: regional guides, tools, calendars, physical publications, webinars, and case studies to assist businesses in adopting source reduction practices (GHG reductions, water conservation, dollars saved and hazardous substance, pollutant and contaminant reductions).

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

Region 9 is interested in proposals that provide training, technical assistance, and outreach to support P2 within the NEAs to a wide network of pollution prevention providers on the following topics:

- a) Integrating green chemistry principles and concepts into product or process redesign, manufacturing, policy or procurement. Focus should be on practical approaches (tools, training, technical assistance, etc.) that help businesses apply the concepts of green chemistry in making operational and strategic decisions.
- b) Environmentally preferable purchasing or public access to information on chemicals in products, in order to influence regional or national markets;
- c) Source reduction technical assistance for businesses, with a focus on reduction in hazardous materials use.

Region 10 (AK, ID, OR, WA)

Region 10 is interested in proposals that provide training, technical assistance, and outreach to support P2 within the NEAs to a wide network of pollution prevention practitioners on the following topics:

- a) Improving effectiveness of Green Chemistry alternatives technical assistance (including interstate coalition building, Safer Choice, education on chemical hazard assessment tools) for source reduction in communities.
- b) Intern programs, Lean/E3 or inter-industry best management practices to improve source reduction in the dry cleaner, automotive repair, seafood, brewery and fruit/vegetable processor sectors.

- c) Interstate coordination of technical assistance source reduction efforts to improve surface water quality through working groups such as the Spokane River Regional Toxics Task Force and the Columbia River Toxics Reduction Working Group to improve the efficiency of state and community source reduction efforts.
- d) Source reduction technical assistance for communities that exceed national ambient air quality thresholds.

Section II. AWARD INFORMATION

A. Number of Expected Awards and Funding Amount: EPA anticipates awarding between four to eight cooperative agreements under this announcement ranging in value from approximately \$110,000 to \$220,000 in Federal funds for a two-year project period. These awards are subject to the availability of funds, the quality of the proposals submitted, and other applicable considerations. EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections. Awards may be fully or incrementally funded, as appropriate.

The estimated federal funding expected to be available for awards under this funding opportunity is approximately \$800,000 in FY 2016 and \$800,000 in FY 2017. This amount is dependent on the Congressional appropriations for this program, the quality of proposals received, and other applicable considerations.

Applicants must not request more than \$220,000 in Federal funds for the two-year funding period. EPA will not issue a PPIN RFP in FY 2017.

Funding period for awards: The funding period for awards resulting from this solicitation will be two years (24 months). The estimated date for awards resulting from this solicitation will be in September 2016. Proposed budgets for these awards should run from October 1, 2016 to September 30, 2018. However the project period for work under the award may be extended without additional funding for a maximum of twelve (12) months pursuant to EPA's grant regulations at 2 CFR 200.308.

B. Funding Type: Successful applicants will be issued a cooperative agreement under the authority of PPA, Section 6605. Cooperative agreements permit substantial involvement between the EPA Project Officer and the applicants throughout the performance of the project. EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process. EPA involvement may include:

- Close monitoring the recipient's performance;
- Collaboration during the performance of the scope of work;
- Review of proposed procurements, in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate;
- Reviewing qualifications of key personnel; and/or
- Review and comment on the content of printed or electronic publications prepared.

EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

C. Partial funding: EPA reserves the right to, in appropriate circumstances, partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

Partial funding allows for flexibility in awarding PPIN grant funds. In order to be considered for partial funding, applicants must draft two-year budgets that have clearly delineated activities or phases with separate budget estimates, including the associated match amounts, for each activity/phase of a project within the two-year period. All proposals must include two-year budget plans that estimate costs for each budget category (e.g., labor, fringe benefits, travel, equipment, supplies, contractors, and other direct costs or indirect costs) and the 50 percent match. Refer to **Section III.B** for additional information on the match requirement.

Section III. ELIGIBILITY INFORMATION

A. Eligible applicants: Section 6605 of the PPA and applicable parts of 40 CFR Part 35, Subparts A and B (40 CFR 35.340 et seq. and 35.660 et seq.) authorize EPA to award grants and cooperative agreements to the following applicants: the fifty states, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, any territory or possession of the U.S., any agency or instrumentality of a state, including state colleges/universities, federally-recognized tribes that meet the requirements for treatment in a manner similar to a state and intertribal consortia (40 CFR 35.504).

B. Cost sharing and matching requirements: As required under Section 6605 of the PPA, applicants must provide at least a 50 percent match of the total allowable project cost. The match requirement may be applied at the time of award or at specified intervals during the project period. The grant applicant must document in the itemized budget plan the type of match to be applied and how it will be used. The grant project officer will monitor the grant recipient's compliance. If the match requirement is not met or is not applied at specified intervals during the project period, federal funding will cease and the recipient may be subject to an enforcement action. The proposal must **contain a** detailed budget **showing** how 50% of the total project cost will be matched with non-Federal dollars or in-kind goods and services². Proposals that do not show how the Federal dollars will be matched will not be considered.

An example of the matching requirement is: the federal government provides half of the total allowable cost of a project and the recipient provides the other half of the cost. A two year project costing \$440,000 could be funded by a grant for up to \$220,000 in federal funds and the recipient is responsible for funding the other half (\$220,000) of the project. Cost sharing and matching contributions may include dollars, in-kind goods and services (such as volunteered time, photocopying and printing services, etc.) and/or third party contributions consistent with 2 CFR Part 200.306.

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

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

1. Proposals must address one or more of the following technical assistance criteria as authorized under the Pollution Prevention Act³:

- Make specific technical assistance available to businesses seeking information about source reduction opportunities, including funding for experts to provide on-site technical advice to businesses seeking assistance in developing source reduction plans;
- Target assistance to businesses for whom lack of information is an impediment to source reduction; or
- Offer training in source reduction techniques. Such training may be provided through local engineering schools or other appropriate means.

2. Proposals must address one or more of the P2 national emphasis areas (Section I.F).

3. Proposals must substantially comply with the grant requirements in Section I., including activities related to pollution prevention, cost share, alignment with EPA's strategic plan, and describing environmental results.

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

³ As mandated in PPA 6605(b) and EPA's P2 regulations within 40 CFR 35.342 and 35.661.

4. Proposals must be from an eligible applicant as defined in Section III.A and the funding period must be for two years as noted in Section II.A.
5. Proposals must indicate how 50% of the total project cost will be provided in non-Federal dollars as described in Section III.B. Proposals must not ask for more than \$220,000 in Federal funds as described in Section II.A.
6. If a proposal is submitted that includes ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

D. Threshold Submission Requirements:

1. Proposals must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement in order to be considered for funding or else they will be rejected. Where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.
2. Proposals must be submitted through www.grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal is timely submitted.
3. Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their proposal/application through grants.gov because they did not timely or properly register in SAM.gov or grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with the contact in Section VII as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

Section IV. PROPOSAL AND SUBMISSION INSTRUCTIONS

A. Application submission deadline: Proposals are due May 17, 2016, 11:59 PM (ET).

B. Requirement to Submit Proposals through Grants.gov and Limited Exception Procedures: Applicants, except as noted below, must apply electronically through Grants.gov based on the grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through grants.gov because of: 1) limited or 2) no internet access which prevents them from being able to upload the required application materials to Grants.gov, the applicant must send an email to OGDWaivers@epa.gov or send a letter to the address listed below at least 15 calendar days prior to the submission deadline under this announcement to request approval to submit their application materials through an alternate method.

Mailing Address:

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

Courier Address:

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

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

- Funding Opportunity Number = EPA-HQ-OPPT-2016-001
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of why the applicant lacks the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access, which prevents them from being able to upload the required application materials through www.Grants.gov.

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

If an alternative submission exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2016, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2016). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2016 with a submission deadline of January 15, 2017, the applicant would need a new exception to submit through alternative methods beginning January 1, 2017.

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

C. Grants.gov submission instructions: The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information go to Grants.gov and click on "Applicants" on the top of the page and then go to the "Get Registered" link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. *Note: The registration process requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM). The process of obtaining both could take a month or more – please plan accordingly.*

Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. **Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.**

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

To begin the application process, go to [Grants.gov](https://www.grants.gov) and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions.

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

You may also be able to access the application package for this announcement by searching for the funding opportunity on [Grants.gov](https://www.grants.gov). Go to [Grants.gov](https://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, **EPA-HQ-OPPT-2016-001**, or the CFDA number **-CFDA 66.708** in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the “Package” button at the top right of the synopsis page for the announcement on [Grants.gov](https://www.grants.gov). To find the synopsis page, go to [Grants.gov](https://www.grants.gov) and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

Applicants are to submit all proposal materials described below using the Grants.gov application package download and using the instructions above. For additional instructions on completing and submitting the package, click on the “Show Instructions” tab. The materials numbered 1-5 below are to be submitted with the proposal in order to receive funding consideration. **Please load materials using the instructions provided on Grant.gov.**

D. Proposal Length and Format: The project narrative must be formatted for 8 ½" x 11" paper and must include page numbers to facilitate evaluation. The project narrative is limited to 12-pages (one side equals one page). The font used in the proposal should be easily readable. Electronic files must be readable in Adobe Acrobat PDF or MS Word for Windows. Federal forms, the cover page, and appendices, such as resumes, letters of support, and indirect cost agreement, will not count toward the 12-page limit.

E. Content of the Proposal

1. Application for federal assistance SF 424 (mandatory): When filling out this form, applicants must provide a Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Applicants can receive a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711 or visiting the D&B website at <http://dnb.com> .

2. Budget information for non-construction programs (SF-424A) (mandatory): Complete the form. There are no attachments.

3. Key contact list (EPA Form 5700-54) (mandatory): Identify key personnel who will fine and manage the paperwork, fund activities and direct the proposal.

4. Letters of Support and/or resumes (optional): These optional attachments can be included in the proposal package as appendices and will not count against the 12-page limit for the project narrative. When the work plan describes partnerships, funding, or in-kind services, a letter of support must state the specific role(s) of the partner and the level of effort or contribution to the proposed activity. A letter of recommendation offers an opinion supporting the proposed activity.

5. Project narrative (mandatory): Applicants should address all of the evaluation criteria Section V. The proposal is subject to a 12-page limit for the project narrative. Refer to Appendix A for project narrative guidance.

F. Technical Issues with Submission:

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

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

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

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

The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Beth Anderson (anderson.beth@epa.gov) with the FON (EPA-HQ-OPPT-2016-001) in the subject line. If you are unable to email, contact Beth Anderson at 202-564-8833. Be aware that EPA will only consider accepting applications that were unable to transmit due to www.Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

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

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

c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to Beth Anderson (anderson.beth@epa.gov) with the FON (EPA-HQ-OPPT-2016-001) in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

G. Additional EPA solicitation clauses regarding proposal and submission instructions: Information concerning the following topics can be found on the EPA website at: [Grant Solicitation Clauses](#): 1) Confidential Business Information, 2) Pre-Proposal/ Application Assistance and Communication, 3) Management Fees, 4) Contracts and Subawards, 5) Duplicate Funding, 6) System for Award Management/SAM requirements, and 7) Restrictions on the use of Federal Funds. Applicants must review this information when preparing proposals for this announcement. If you are unable to access this information electronically at the website above, please communicate with the EPA contact listed in Section VII to obtain this information.

H. Opportunity for questions and answers regarding this announcement: EPA's national P2 Program will hold an informational question and answer webinar with potential applicants and interested stakeholders through GoToWebinar. The webinar will be held on **Tuesday, March 22, 2016 at 2:00 PM ET** and will focus on the agency's three grant programs managed by the P2 Program and the P2 National Emphasis Areas. For registration information or to view a recording of the webinar and review the questions from the webinar refer to [EPA's P2 Grant page](#).

I. Pre-proposal/proposal communications and assistance. In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1: <http://www.epa.gov/grants/epa-policy-competition-assistance-agreements>), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals. EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Please note that applicants should raise any questions that they may have about the solicitation language to the contact identified in Section VII as soon as possible so that any questions about the solicitation language may be resolved prior to submitting a proposal. Please email questions to: anderson.beth@epa.gov and type "PPIN question" in the subject line. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

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

Section V. PROPOSAL REVIEW INFORMATION

A. Evaluation criteria: Only eligible entities whose proposals meet the threshold eligibility criteria in Section III of this announcement will be reviewed according to the evaluation criteria provided below. Each proposal will be rated using the points scale below and a total 100 points are possible.

Criteria	Section V.A Evaluation Criteria	Points
Programmatic Capability*	a) Proposals will be evaluated based on the quality and extent to which they provide organizational experience, staff qualifications and use of funding to demonstrate sound skill in successfully completing proposed activities. (3 points) b) Proposals will be evaluated based on the quality and extent to which they describe an approach and offer procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner (3 points)	6
Past Performance*	a) Proposals will be evaluated based on the quality and extent to which they demonstrate that applicants have successfully performed and managed federally-funded assistance agreements (federal grants and cooperative agreements and not contracts) of similar size, scope and relevance to the proposed project within the last <u>three years</u>. (3 points) b) Proposals will be evaluated based on the quality and extent to which they demonstrate that applicants have complied with reporting requirements under prior federally-funded assistance agreements (including submission of final technical reports) that have been approved by an EPA grant project officer. (3 points) c) Proposals will be evaluated based on the quality and extent to which they demonstrate that applicants have successfully achieved and adequately reported expected environmental outcomes under prior federally-funded assistance agreements. (3 points)	9
*Note: In evaluating applicants' past performance history, the Regions will consider no more than five assistance agreements and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history must indicate this in their proposal. Applicants falling into this category will receive a neutral score of [1.5 points for each subfactor]. Applicants that make no mention of programmatic capability and past performance will receive a score of [0 points] for these factors.		
Identify human health and/or environmental concerns	a) Proposals will be evaluated based on the extent and quality of the description of the environmental or human health concerns the project is designed to address under one or more NEAs. (5 points) b) Proposals will be evaluated based on the extent and quality of the description of how the project relates to Regional priorities and/or the P2 NEAs. (5 points)	10
Project approach to technical assistance or training	a) Proposals will be evaluated based on the extent and quality to which applicants describe staff roles and responsibilities for carrying out the activities under one or more NEA. (5 points) b) Proposals will be evaluated based on the extent and quality to which applicants describe a well-conceived and innovative strategy for using P2 technical assistance or training to achieve the anticipated outputs and outcomes associated with the project. (10 points)	15
Develop P2 tools and training	a) How well does the proposal describe the approach to assessing business needs for P2 information, tools and training under one or more NEA(s)? (5 points) b) How well does the proposal describe the process and innovative approaches to develop and deliver P2 tools and training in response to these needs? (5 points)	10

Criteria	Section V.A Evaluation Criteria continued	Points
NEA P2 information dissemination	a) How well does the proposal describe innovative approaches to coordinating, targeting and delivering P2 tools, information resources and training? (5 points) b) Does the proposal include specific information such as frequency of communication, how training will be publicized, and how information will be made available for specific audiences such as technical assistance providers, businesses, or communities? (5 points)	10
Collaboration	How well does the proposal describe specific activities, contributions and level of effort for partners (including present or potential PPIN and P2 grantees) collaborating on the development of P2 tools, information resources and training supporting the NEAs? (10 points)	10
Timeline	How well does the proposal describe the applicants' two-year schedule, project tasks, milestones and the project goals reached by project end? (5 points)	5
Environmental outcome measurement	a) How well does the proposal describe output measurements that capture the impact of the grant activities? (3 points) b) How well does the proposal describe strategies for measuring intermediate outcomes such as changes in awareness or the number of facilities that have adopted P2 practices, in order to determine the effectiveness of information and services provided by the grantee? (9 points) c) How well does the proposal describe approaches, tools and procedure to collect long-term environmental outcomes that are related to the grant activities? (3 points)	15
Budget and cost effectiveness	a) Budget: How well does the proposed two-year budget list and describe the ten categories of expenses (personnel, fringe benefits, travel, equipment, supplies, contracts, other expenses, income, total direct costs, and total indirect costs) with Federal and non-Federal matching funds in separate columns? Are the proposed costs reasonable and necessary to accomplish the proposed tasks? (5 points) b) Cost-effectiveness: How cost effective is the proposal considering the organizational overhead (indirect costs) and the cost per tasks described in the work plan? (5 points)	10

B. Review and selection process:

1. Review: Proposals be evaluated against the threshold eligibility criteria listed in Section III. Proposals meeting the threshold eligibility criteria will be reviewed and scored by a review panel. The review panel may be composed of P2 program staff, regional P2 program staff, and/or staff from other offices. All reviewers must sign a conflict of interest statement indicating they have no conflict of interest. The review panel will use the evaluation criteria and point scoring noted in Section V.A. The review panel will use a consensus scoring evaluation process, whereby reviewers will individually evaluate proposals then regroup with the panel to assess proposals for funding consideration.

2. Ranking/Selection Process: The review panel will develop a list that ranks the proposals and a supporting selection rationale, noting strengths and weaknesses of the proposals. The panel will send the ranked list of proposals and selection rationale forward to the Director or Deputy Director of the Chemistry, Economics and Sustainable Strategies Division (CESSD) for final funding decisions.

3. Funding Decision: The Approving Official, the CESSD Division Director or Deputy Director, will make final funding decisions based on evaluation rankings and preliminary recommendations of the review panel. In

making the final funding decisions, the Approving Official may also consider programmatic priorities, availability of funds, geographic diversity, or duplication of effort with other ongoing projects.

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

Section VI. AWARD ADMINISTRATION INFORMATION

A. Award notification: EPA anticipates notifying successful applicants via telephone or email within 90 days from the date the proposals are due. Notification will be sent to the original signer of the Standard Form (SF) 424 Proposal for Federal Assistance. Notifications of recommend funding are only recommendations, and should not be regarded as official documentation to begin work. The time between notification of selection and award of a grant can take up to 90 days or longer.

Official notification of an award will be made by electronic or postal mail from an EPA grants officer within the Office of Grants and Debarment. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant.

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

B. Submission Requirements: If an applicant's proposal shows merit for federal funding, the applicant will be contacted and instructed to submit required application forms. All application forms must be filled out in their entirety, prior to being considered for an award. Successful applicants will be required to certify that they have not been debarred or suspended from participation in federal assistance awards.

C. Administrative requirements:

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

2. Quality Assurance Project Plans (QAPP): EPA requires all recipients of assistance agreements to comply with quality assurance requirements described here: <http://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial>. This quality system shall be applied to all environmental programs within the scope of the assistance agreement. Environmental programs include direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology.

Applicants should allow sufficient time and resources in their work plans to develop a Quality Management Plan (QMP) and a Quality Assurance Project Plan (QAPP) for their assistance agreement. A QMP documents an applicant's organizational structure, policy and procedures, functional responsibilities of management and staff, lines of authority, and required interfaces for those planning, implementing, documenting, and assessing all activities conducted under the assistance agreement. The QAPP is the document that describes project-specific information on quality assurance, quality control, and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria.

Regulations pertaining to QA/QC requirements can be found in 2 CFR 1500.11 and 40 CFR 35. Applicants for the FY 2016 and FY 2017 Pollution Prevention Information Network Grant Program are not required to submit the QMP and QAPP as part of the proposal package; however, each grant award will contain a term and condition establishing a deadline for the grantee to submit acceptable quality assurance documentation to EPA.

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 Dispute Resolution Procedures. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

E. Additional EPA solicitation clauses concerning award administration: Additional clauses concerning awards made under this announcement include: 1) Data Access and Information Release, 2) Final Application Submission, 3) Subaward and Executive Compensation Reporting, 4) Unliquidated Obligations, 5) Website References, 6) Unfair Competitive Advantage, 7) the Exchange Network, 8) Disputes, 9) Copyrights, 10) Competency of Organizations generating environmental measurement data, 11) Confidentiality Statements, 12) Conflict of Interest, and 13) Mandatory Disclosures. These clauses can be found at <http://www.epa.gov/grants/epa-solicitation-clauses>. Applicants must review this information when preparing proposals for this announcement. If you are unable to access this information electronically at the website above, please communicate with the EPA contact listed in Section VII to obtain this information.

Section VII. AGENCY CONTACT

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

Section VIII. OTHER INFORMATION

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

Appendix A: Project Narrative Guide

The following list is provided as a guide for the project narrative. Applicants must be sure to respond to all of the criteria described below. Proposals must address one or more of the P2 NEAs.

A. Provide a project title and a concise purpose statement that lists the goals of the proposed project.

B. Describe the organization applying for grant and the work plan proposed, addressing all of the evaluation criteria in Section V.A.

1. Programmatic capability: a) Describe your organizational experience and plan for successfully achieving the objectives of the proposed project, including procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. b) Describe your staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

2. Past performance: Submit a list of federally or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (the list should include no more than five agreements, preferably with EPA or other federal agencies. a) Describe whether, and how, you were able to successfully complete and manage those agreements. b) Describe your history of meeting the reporting requirements under those agreements including your progress reports, achievement of expected outputs and environmental outcomes, and final technical reports.

3. Identify human health and/or environmental concerns. Identify the human health and/or environmental concerns under the relevant NEA and describe the approach and strategy to address these concerns. Describe the relevance of the project to regional priorities.

4. Project approach to technical assistance or training. Provide a clear, detailed description of the proposed work identifying the NEA(s) addressed and staffing for the work plan. Describe specific tasks, anticipated outputs and outcomes, and measurement approach for outputs and outcomes. Identify data (or needs assessment) supporting the need for proposed activities and specify the target audience(s).

5. Developing P2 tools and training: Describe how the need for P2 information, training or tool development will be determined under one or more NEA(s). Identify innovative approaches to developing and delivering training. Determine demand for the service. Describe how the training or tools will meet specific needs of the NEA audience(s). Give examples of training content.

6. NEA P2 information dissemination: Describe the strategy and innovative approaches for delivering P2 tools, information resources and training. Include specific information such as frequency of communication, how training will be publicized, and approaches to target specific audiences such as technical assistance providers, businesses, or communities.

7. Collaboration: Describe plans for working with partners, such as state technical assistance programs or other PPIN and P2 grantees, to develop and deliver P2 information resources and/or training. Describe how work with partners will be coordinated. The project narrative should be specific about the role of each partner in the proposed activities, describing who does what and the source of funding for those activities. Letters of support should clearly state: the level of effort, the activities the partner is responsible for and their contribution, cash or in-kind services, to the project.

8. Timeline. Proposals should include a timeline that lists project tasks, anticipated dates (from start to completion of each task), milestone markers, and a brief explanation for achieving project goals by the end of the project. The timeline should cover a grant funding period of two years. The timeline should reference technical assistance and/or training and environmental data collection activities. Refer to **Appendix B**.

9. Environmental outcome measurement: Identify outputs, intermediate outcomes and anticipated environmental results for the proposed activities. Describe the strategy for tracking and collecting data to measure outputs and outcomes. Describe how effectiveness and audience reach for the activities will be measured, such as using end-user feedback. Describe activities and procedures intended to document long-term environmental outcomes.

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

Appendix B:

Guidance for Submitting Output and Outcome Measures for PPIN Grant Program

A. Documenting environmental results is required: As noted in Section I.C.6 of this RFP, in order to comply with EPA's Environmental Results policy (<http://www.epa.gov/grants/epa-order-environmental-results-under-epa-assistance-agreements>) the Agency must review the results from completed assistance agreement projects and report on how they advance the Agency's mission of protecting human health and the environment. EPA's Environmental Results policy defines the terms outcome and output as follows:

- 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, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.
- The term "output" means an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Note that outputs occur during the funding period and outcomes may occur after the funding period has ended. As noted in the evaluation criteria Section V.A. proposals must describe a measurement strategy- including the specific outputs and outcomes that will be measured and how those measurements will be made and reported.

A logic model can be used to show the logical connections between activities, outputs and outcomes and how they lead to the desired results of the grant. Data measuring outputs and outcomes of a grant project must be collected and reported to document the work performed under the grant. Measurements are essential to demonstrating the impact of grant activities.

1. Identify the target audience for PPIN activities: In PPIN grant projects, generally two audience categories can be identified: 1) the "end user" who is seeking P2 information for use in their own business or facility and 2) the "intermediate user" who uses P2 information to assist other clients. Behavioral and environmental outcomes for these two audiences may be the same or different.

2. Identify PPIN grant activities and outputs: PPIN grant work plans often involve activities, such as training, meetings, and data gathering which can result in work products and services such as webinars, databases, reports or websites. These activities and work products are grant outputs and should be reported in the required grant reports. The desired outcomes that these outputs build toward will, in many cases, occur after the grant work plan is completed. Reporting outputs is important to describe the grant work and project outcomes from the grant.

Examples of some possible output measures from a PPIN grant include, but are not limited to:

- Number of clients assisted through calls, emails or website information,
- Number of downloads or use of calculators,
- Number of clients attending workshops, trainings, or webinars, and
- Number of TAPs assisted.

3. Identify outputs and related environmental outcome results: The P2 information dissemination logic model (Figure 1-1) was developed during the evaluation of the PPIN grant program (<http://www.epa.gov/sites/production/files/2015-09/documents/eval-effectiveness-epa-p2-information-network.pdf>) and shows how P2 information can be related to environmental outcomes.

Grantees can use case studies and pre- and post-testing during webinars or workshop sessions to document how environmental outcomes will result from their activities. Open-ended questions can be used to follow-up with

participants to determine anticipated environmental outcomes resulting from outputs such as training or information provided. Grantees may carry out their own survey without EPA grant funding. Surveys of 10 or more people which use the same questions are subject to the Paperwork Reduction Act (5 CFR 1320) when conducted using Federal grant funds. Applicants can send questions regarding surveys to the Agency contact listed in Section VII.

Some “intermediate” outcomes can usually be collected and reported while the grant work is underway, such as: Examples of intermediate outcomes include:

- Number of clients reporting increased understanding or awareness of P2 information;
- Number of entities implementing P2 plans and practices (resulting in reduced hazards used or hazardous waste generated); and
- TAPs reporting improved access to information which improves their ability to assist businesses directly.

Other outcomes may take longer to document and occur after the grant has closed. This may be true of the P2 program outcomes listed below:

- Pounds of hazardous materials reduced,
- Gallons of water saved,
- Metric tons of carbon dioxide equivalent reduced (MTCO₂e), and
- Dollars saved by businesses.

4. Track progress towards long term outcomes: Proposals should describe how results will be collected. Collection approaches for outputs include voluntary surveys (by phone, mail, email or online) and testing participants voluntarily before and after for knowledge and behavior changes. Outcome collection may also include onsite revisits or self-reported data, etc. Briefly state what kind of sources you plan to use for actual outcome data. Examples include metered data, self-reported statements, product specification data, and sector case study data. Also include which data conversion tools you plan to use. For the tools that EPA offers, see the P2 calculator/conversion tools on pounds, GHG, and cost savings at <http://www.epa.gov/p2/pollution-prevention-tools-and-calculators>

- For a sector initiative, such as a hospitality certification program or similar initiative with standard elements that participating entities adopt and apply, results would document the number of facilities engaged in implementation and the model formula for calculating average sector-facility performance.
- Report pilot-test scale results. In a facility or entity application, results would be documented similarly to technical assistance results.
- Training surveys for implementation can be used to identify actual implementation and outcomes, whichever approach above applies would serve as the example (technical assistance, sector initiative, etc.).

B. Examples of reporting formats: This section shows several examples of output and outcome reporting formats. Some of these tables can be used to describe the connection between grant activities and long term outcomes, including a description of how the output and outcomes will be collected.

See sample reporting formats (Tables 1-4) and the PPIN logic model (Figure 1-1) below:

Table 1. Proposal describes expected outcomes and how the outcomes will be collected:

PPIN Activity	Outputs	Outcomes	Evaluation
Respond to requests for information on P2 practices (Rapid Response)	Number of responses provided; Summary of question topics.	Increased awareness of P2; ability to explain or implement practice; attend a webinar to get more information; actions taken to implement P2 practices with associated environmental outcomes as appropriate.	Follow-up contact or survey; unsolicited testimonials
Host Lean and Pollution Prevention training	Number of attendees	Increased understanding of P2 practices; changes in facility operations; actions taken to implement P2 practices with associated environmental outcomes as appropriate.	Survey attendees pre and post training; unsolicited testimonials; follow-up with companies that attend Lean & P2 training to collect environmental outcomes.
Communication through e-mail newsletters and discussion list to publicize training events and information products	Number of subscribers; number of messages forwarded	Click rate on specific newsletter items; increased awareness of training opportunities and information resources; increased attendance by Regional technical assistance providers for webinars offered by P2Rx partners.	Analyze click through data; survey subscribers about specific behavior changes; improved webinar attendance by Regional participants

Table 2. Sample output summary tables: Statistics for the number of specific items added to web site:

News items posted	346
Blog posts	15
Events added	51
Funding opportunities added	11
Help desk questions answered (feedback received indicated that information was useful in all cases)	3
Items added to sector resources	199

Table 3. Sample webinar outputs

Webinar Title	Attended Live	Viewed Archive	*Interest Rating
Using the TRI P2 Data Tool	31	0	54.32
Multiple Facets of Sustainability: Water Soluble Electronics	5	6	46.00
New Advances in Proton Conducting Polymer Electrolytes	0	4	n/a

*Interest Ratings are computed from a proprietary algorithm that evaluates each Webinar attendee's interactions on a scale of 1 to 100 (100 being best). Factors that contribute to the Interest Rating include, but are not limited to: attendance length, attentiveness during the session, number of questions asked and an attendee's successful completion of polls, surveys and registration.

Technical assistance or assessment: Each entity is listed, with a brief description of the activities and the outcomes achieved.

Table 3: Sample format for technical assistance outcomes.

(a) Entity or Facility	(b) P2 Activity Implemented	(c) Haz Pounds Reduced	(d) Gallons Water Saved	(e) MTCO ₂ e Reduced	(f) \$ Saved from (c) – (e)
Mid-size manufacturing facility	HVAC/light retrofits; fewer haz products; plastics recycling converted to MTCO ₂ e*; S saved from (c) – (e).	100,000 lbs	0	19,000	\$40,000
Farm	Generating electricity from farm's methane; irrigation efficiency		100 M gallons	15,000	\$28,000
Adhesive manufacturer	Spent solvent sold for remanufacturing	110,000 lbs			\$45,000
Company X	Product reformulated (green chemistry)	80,000 lbs.			

**Note: Shows the desired practice of noting when implementation of nonhazardous reductions are being converted to GHG emission reductions.*

State environmental voluntary programs with self-reporting members or state planning law programs.

Applicants could briefly describe a similar format in narrative, submit an illustrative row or two, or give a link to prior similar reporting to illustrate their intent. Applicants are encouraged to indicate whether outcomes will be annualized or not.

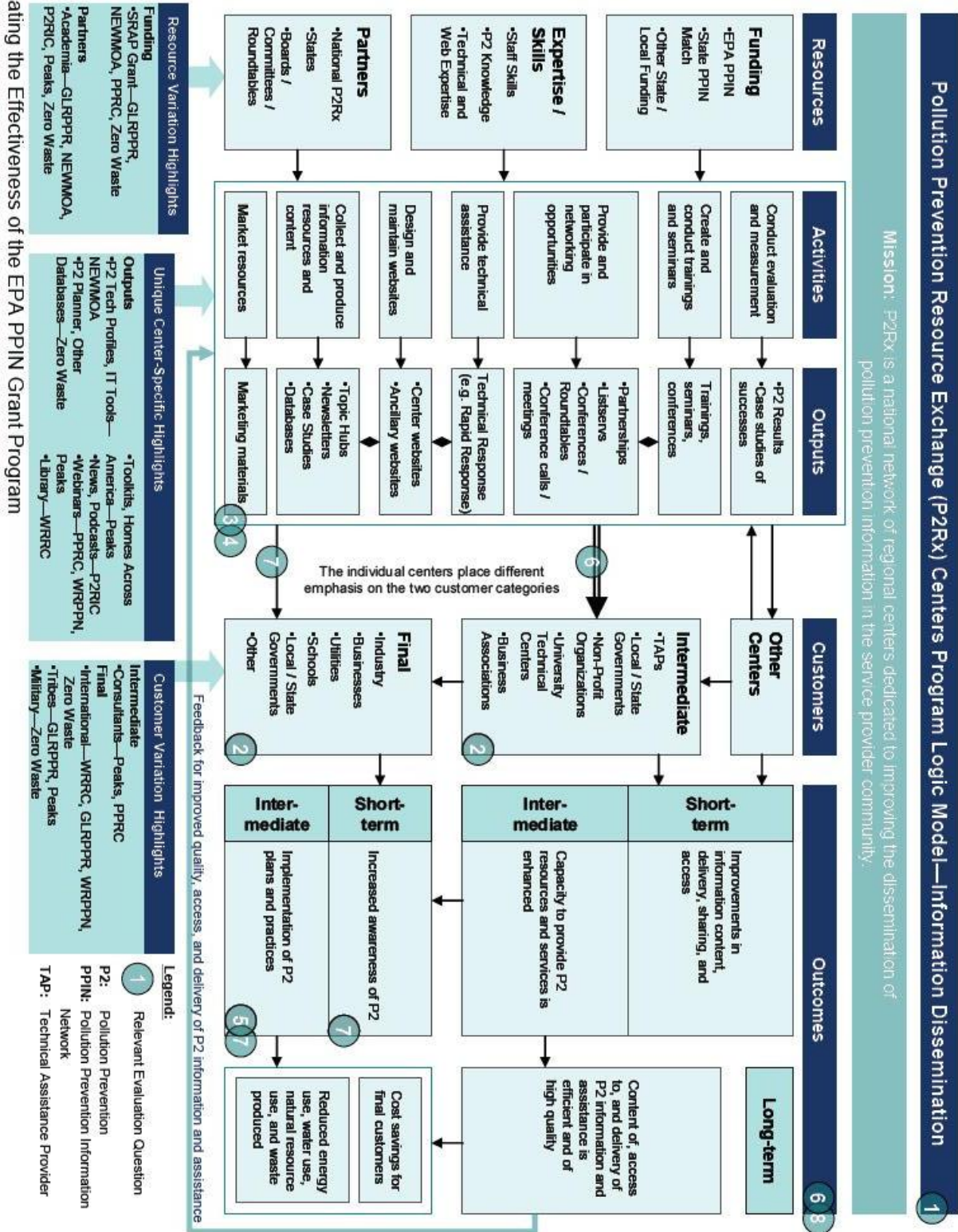
Table 4. Sample state environmental leadership program outcomes with self-reporting members

Facility Name	Indicator	Specific Indicator	Baseline	Quantity	Cost savings	Cost savings explanation
Company X	Haz air emissions	Reduced VOC products used, better spray gun	100 tons	Now 64 tons; 36 ton reduction	\$50,000	Reduced products bought
Company Y	Grid electricity	Set up a timed break; shuts off process system during break.	65 00 kWh	5900 kWh; 1000 kWh reduction	\$500	Energy conservation
Company Z	Non-haz waste *	Scrap metal recycling			\$5,000	*Dealer buys scrap metal.

**Note: For programs that collect nonhazardous results, EPA needs to see nonhazardous pound reductions and associated cost savings itemized separately, so EPA can subtract them for its P2 Program reporting.*

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

Figure 1-1: Generic P2Rx Information Dissemination Logic Model



Evaluating the Effectiveness of the EPA PPIN Grant Program

Appendix C:
Project Timeline Samples- Must show TWO years

The following samples of timelines offer different approaches for documenting major project activities and milestones. Please note that the timeline will need to account for two-years of the grant work plan.

Sample 1- repeat to show second year FY 18

FY 2017 Task & Key Milestones	OCT 2016	NOV	DEC	JAN 2017	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1 Water Efficiency												
Select webinars topics	X	X	X									
Conduct webinars				X			X				X	
Produce Videos				X				X				X
Develop water efficiency website for local providers					X	X	X	X	X	X		
Identify existing technical materials/videos	X	X	X	X	X	X	X	X	X	X	X	X
Update Info House	X	X	X	X	X	X	X	X	X	X	X	X
Update Best Reference			X	X	X	X	X	X				
Survey webinar attendees		X					X			X		
2 Technical Assistance												
Respond to questions	X	X	X	X	X	X	X	X	X	X	X	X
Survey clients						X	X	X	X		X	X

Sample 2- Repeat to show second year- FY 18

Task- FY 17	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Chair Content & Technology	X	X	X	X	X	X	X	X	X	X	X	X
Coordinate solicitation, submission, and editing of P2 Impact columns	X	X	X	X	X	X	X	X	X	X	X	X
Participate in monthly conference calls and committee meetings	X	X	X	X	X	X	X	X	X	X	X	X
Quarterly reporting of measures			X			X			X			X
Organize and attend P2Rx Center Director's meeting					X	X						
Organize/promote Lean & P2 training in Chicago						X	X	X	X	X		

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

Budget detail allows the EPA grant project officer to determine if the costs are reasonable and necessary. For this year's proposal there must be at two budgets:

- One budget showing FY 17 (October 1, 2016 to September 30, 2017) and
- A second budget showing FY 18 (October 1, 2017 to September 30, 2018).

To comply with cost sharing and matching requirements, the itemized budget must indicate the project costs paid by the applicant, EPA, and/or other partners. The applicant must detail how 50% of the total project cost will be matched with non-Federal dollars or in-kind goods and services. Proposals that do not show how the Federal dollars will be matched will not be considered. A description of object class categories and a sample budget is below.

Grant funding will most likely occur incrementally, which means EPA will award one year of funding in FY 17 and provide the second year of funding in FY 18. Having a budget for each year will facilitate the funding process.

Description of object class categories:

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

Fringe Benefits: Indicate all mandated and voluntary benefits.

Travel: The budget narrative must describe the number of individuals traveling, destination of travel, number of trips, and reason for travel.

Equipment: EPA regulation and policy define equipment as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. The figure of \$5,000 would represent the total cost of the equipment purchase (or of the lease). Note that not all funding programs allow for the purchase of equipment and some programs encourage leasing rather than purchasing equipment.

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

Contractual: Indicate any proposed contractual items that are reasonable and necessary to carry out the project's objectives. The budget narrative must describe the tasks to be funded under contract or sub-grant.

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

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

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

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

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

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

Sample detailed budget- Show Two years: FY 17 and FY 18

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

Object Class	Federal Grant- Year FY 18	State Match	Total
Personnel	\$66,557 1 Env. Senior Specialist – \$44,362 @ 50% 1 Library Tech. – \$39,338 @100% 1 Computer Consultant III – \$50,378 @ 10%	\$92,957 1 Env. Eng. III – \$44,500 @ 100% 2 Env. Eng. II – \$ 38,500 @ 50% 1 Info. & Com Specialist -\$ 49,785 @ 20%.	\$159,514
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Other	\$2,000 Conference call line		\$2,000
Income	0	0	0
Total	\$113,172	\$114,495	\$227,664

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

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

Task	Title	Work Years		Funding	
FY 17		Federal	Match	Federal	Match
1	Technical Assistance and Training	1.0	1.0	72,488	72,488
2	NEA Assessment & Collaboration	0.4	0.4	29,604	29,604
3	Conference Planning and Facilitation	0.2	0.25	11,080	12,403
Totals		1.6	1.6	\$113,172	\$114,495

Task	Title	Work Years		Funding	
FY 18		Federal	Match	Federal	Match
1	Technical Assistance and Training	1.0	1.0	72,488	72,488
2	NEA Assessment & Collaboration	0.4	0.4	29,604	29,604
3	Conference Planning and Facilitation	0.2	0.25	11,080	12,403
Totals		1.6	1.6	\$113,172	\$114,495