

**FEDERAL AGENCY:** U.S. Environmental Protection Agency (EPA), Regional Pollution Prevention Program Offices

**FUNDING OPPORTUNITY TITLE:** FY 2016 and FY 2017 Source Reduction Assistance Grant Program

**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.

**ANNOUNCEMENT TYPE:** Request for Proposals (RFP)

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER:** 66.717

**FUNDING OPPORTUNITY NUMBER:** EPA-HQ-OPPT-2016-003

**SUBMISSION DATE:** Proposals are due **Monday, June 6, 2016, 11:59 pm, (EDT)**. Proposals will be date and time stamped. EPA will receive proposals electronically through [Grants.gov](http://Grants.gov). Refer to **Section IV** for full information on the submission process. Proposals must be submitted on time in order to be considered for funding.

### **SUMMARY OF ANNOUNCEMENT**

Nine out of the ten EPA Regional Pollution Prevention Program Offices are announcing a two-year grant competition cycle to support two-year Source Reduction Assistance (SRA) agreements.<sup>1</sup> The Regions anticipate awarding approximately \$2.2 million in federal grant funding (\$1.1 million in FY 2016 and \$1.1 million in FY 2017) to support SRA agreements offered as grants and/or cooperative agreements.<sup>2</sup> EPA will not issue a funding announcement in FY 2017. SRA awards will be issued to fund projects that support **one or more** of the P2 Program's National Emphasis Areas – 1) Climate Change Mitigation/Prevention of Greenhouse Gas Emissions, 2) Food Manufacturing and Processing and 3) State or Community Approaches to Hazardous Materials Source Reduction. These areas will promote national environmental themes and strategies reflected within EPA's P2 Program.<sup>3</sup> To carry out these emphasis areas, the Regions are interested in receiving proposals that offer practical pollution prevention (P2)/source reduction tools or approaches to measurably improve the environmental footprints of businesses, municipal governments and/or local communities. As authorized under the statutory authorities for this grant program, proposals must carry out project activities using **one or more** of the following methods – surveys, studies, research, investigation, experimentation, education, training and/or demonstrations. The amount of grant funding released each year is dependent upon Congressional appropriation and the quality of proposals received.

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<sup>1</sup> Region 1 is not participating in this announcement. Region 1 encompasses the states of: CT, NH, MA, ME, and VT. Applicants in those states may propose work in one of the nine participating Regions.

<sup>2</sup> All funding estimates are subject to Congressional appropriation. Region 3 will place a recipient award cap of \$75,000 per year on each assistance agreement.

<sup>3</sup> Proposals that principally support recycling, clean-up, treatment, disposal and/or energy recovery efforts (e.g., incinerating solid waste to generate electricity) will not be considered for funding.

Eligible applicants include: the fifty states, the District of Columbia, the United States Virgin Islands, the Commonwealth of Puerto Rico, 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 grassroots organizations, and federally-recognized tribes and intertribal consortia. *Individuals, private business/entrepreneurs, and nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible for funding under this announcement.*

**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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**FULL TEXT OF ANNOUNCEMENT**

**Section I. Funding Opportunity Description**

**A. Programmatic Description:** Nine out of ten of the EPA Regions are announcing a two-year grant competition cycle to support two-year Source Reduction Assistance (SRA) assistance agreements.<sup>4</sup> The Regions anticipate awarding approximately \$2.2 million in federal grant funding (\$1.1 million in FY 2016 and \$1.1 million in FY 2017) to support SRA agreements offered as grants and/or cooperative agreements.<sup>5</sup> The Regions will not plan to issue an RFP in FY 2017. SRA proposals will be screened on: emphasizing **one or more** of the Pollution Prevention (P2) National Emphasis Areas (**Section I.B**); addressing all Programmatic Requirements numbered 1 - 8 (**Section I.C**); addressing Partial Funding, if applicable to proposal (**Section II.A**); meeting Eligibility Requirements (**Section III.A-D**); addressing Proposal and Submission Information (**Sections IV.A-**

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<sup>4</sup> Region 1 is not participating in this announcement. Region 1 encompasses the states of: CT, NH, MA, ME, and VT. Applicants in those states may propose work in one of the nine participating Regions.

<sup>5</sup> All funding estimates are subject to Congressional appropriation. FY 2016 represents the period from October 1, 2015 – September 30, 2016. FY 2017 represents the period from October 1, 2016 – September 30, 2016. Region 3 will place a recipient award cap of \$75,000 per year on each assistance agreement.

G); and addressing all Evaluation Criteria (**Section V.A**). With this announcement, the Regions look forward to reviewing substantive proposals that adopt new or expand existing environmental strategies or solutions that will significantly reduce or eliminate pollution from air, water and/or land.

## **B. Program Elements:**

- 1. EPA Statutory Authorities for SRA Awards:** SRA grants and cooperative agreements are 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 proposal activities must be applicable under at least one of these statutory authorities.*

**Note:** SRA assistance agreements must carry out activities within the terms of EPA's statutory authorities. The statutes authorize the agency to award grants or cooperative agreements using methods of: research, investigations, experiments, education, training, surveys, studies and/or demonstration of innovative techniques. SRA assistance agreement activities must relate to gathering or transferring information or advancing awareness. Proposals must emphasize this "learning" concept, as opposed to "fixing" an environmental problem using a well-established method. Examples of unacceptable grant proposals involve: recycling, treatment, clean-up, disposal and/or energy recovery projects. In addition, demonstrations of P2 practices 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. **Section III.B.** sets forth the RFP requirements for proposed demonstration projects.

- 2. How is P2/Source Reduction Defined?** Pollution prevention means "source reduction," as defined under the Pollution Prevention Act and refers to practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water, or other resources; or protection of natural resources using conservation methods. Reducing the amount of pollution produced means less waste to control, treat, or dispose. Less pollution means less hazards posed to public health and the environment. For purposes of this announcement, P2 does not include any practice which alters the physical, chemical, or biological characteristics or the volume of a hazardous substance, pollutant, or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or the providing of a service. Recycling of discarded materials cannot serve as a basis for SRA grant funding and is more suited to grants awarded by [EPA's Office of Resource Conservation and Recovery](#).
- 3. Examples of P2:** General methods for carrying out P2 activities include, but are not limited to: **1)** motivating businesses to reconsider their manufacturing, supply-chain or sale operations, adopting environment-friendly P2 approaches or tools, **2)** growing or enhancing state or community-based P2 projects or programs to help area businesses decrease their environmental

footprints, 3) providing robust P2 training or partnerships that produce significant P2 outcomes. For more examples on carrying out P2 projects, refer to EPA's [SRA Grant Summaries](#) describing previously awarded SRA grants.

4. **Expected Environmental Outcomes and Outputs:** As directed under EPA's Environmental Results Policy Order, 5700.7A1, applicants are required to provide qualitative and quantitative estimates of expected outcomes and outputs of SRA grant project activities; and provide a plan for tracking and measuring progress towards achieving these results. For expected outcomes, include a plan to document results at the facility or entity level. In limited cases, EPA will consider awarding points when a credible explanation of why reporting outcomes at the facility-level would prove too burdensome or raise confidentiality concerns which cannot be overcome. Guidance for Addressing Environmental Results and Measurement is offered in **Appendix C**.
5. **Linkage to EPA's Strategic Plan:** Applicants are required to commit to working towards the five long-term P2 targets provided in the Agency's FY 2014-2018 Strategic Plan. The P2 Program's targets are located under Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution, Objective 4.2: Promote Pollution Prevention.  
Strategic measures:

- By 2018, reduce 600 million pounds of hazardous materials cumulatively through pollution prevention.
- By 2018, reduce 7 million metric tons of carbon dioxide equivalent (MMTCO<sub>2</sub>Eq.) cumulatively through pollution prevention.
- By 2018, reduce 6.9 billion gallons of water use cumulatively through pollution prevention.
- By 2018, save \$1.3 billion in business, institutional, and government costs cumulatively through pollution prevention improvements.
- By 2018, increase the number of safer chemicals and safer chemical products cumulatively by 1,900.<sup>6</sup>

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

**C. Scope of Work – P2 National Emphasis Areas:** EPA's national P2 Program has adopted three topic areas referred to as P2 National Emphasis Areas (NEAs) in order to reflect national environmental themes and priorities. The Program views these topic areas as suitable for amplifying environmental strategies and solutions for businesses, municipal governments and local community initiatives. Below are the NEA topic areas along with goal language that explains the intent for using SRA grant funds to support the NEA.

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<sup>6</sup> This strategic goal is recognized by EPA's [Safer Choice Program](#).

- 1. Climate Change Mitigation/Prevention of Greenhouse Gas Emissions:** Conduct research, studies, demonstrations, or training 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.
- 2. Food Manufacturing and Processing:** Conduct research, studies, demonstrations, or training P2 projects to support more sustainable food manufacturing and processing resulting in reduced greenhouse gas emissions, water usage, hazardous materials generation and use, and/or business costs.
- 3. State or Community Approaches to Hazardous Materials Source Reduction:** Carry out research, studies on, demonstrations on, or training state or community-based approaches to hazardous materials source reduction activities that result in reduced generation and use of hazardous materials.<sup>7</sup>

**Note: Some EPA Regions have elected to add Regional Focus Areas that expand upon the NEAs and reflect Regional Pollution Prevention Program needs. The following Regional Focus Areas are offered by the Region. Applicants must address one or more of the Regional focus areas in order to be considered for funding from that Region. Reference markers are placed by the Region's Focus Area to denote the NEA.**

Region 2 (NJ, NY, PR, VI) – The Region seeks research, studies, demonstrations, or training proposals from all states and territories in the Region, and will give special emphasis to proposals that focus on:

- Manufacturing and service sectors in Puerto Rico and the U.S. Virgin Islands. **NEA #1**
- Food manufacturing and processing sectors involving small businesses in Puerto Rico and the U.S. Virgin Islands. **NEA #2**
- Green engineering and green chemistry approaches in Puerto Rico and the U.S. Virgin Islands. **NEA #3**

Region 4 (AL, FL, GA, KY, MS, NC, SC, TN) – The Region seeks research, studies, demonstrations, or training proposals that:

- Provide P2 technical assistance to businesses within the Region 4 “Making a Visible Difference (MVD)” Communities. Region 4 MVD communities are located in Alabama, Georgia, Mississippi and North Carolina and can be found at <http://www.epa.gov/smartgrowth/making-visible-difference-communities>. **NEAs #1; #2; or #3**
- Provide P2 technical assistance to businesses within the Region 4’s Investing in Manufacturing Communities Partnership (IMCP) Communities. Region 4 IMCP

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<sup>7</sup> The term community defined under this emphasis area draws from 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>.

Communities are located in Alabama, Georgia and Tennessee and can be found at <http://www.eda.gov/challenges/imcp/>. **NEAs #1; #2; or #3**

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

The Region seeks proposals that focus on innovative source reduction practices for businesses for one or more of the P2 National Emphasis Areas by carrying out innovative P2 research, studies, demonstrations, or training 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. **NEA #1**
- Support more sustainable food manufacturing and processing resulting in reduced greenhouse gas emissions, water usage, hazardous materials generation and use, and/or business costs. **NEA #2**
- Utilize state or community-based approaches to hazardous materials source reduction activities that result in reduced generation and use of hazardous materials. **NEA #3**

Region 9 (AZ, CA, HI, NV, AS, GU) – The Region seeks research, studies, demonstrations, or training proposals that:

- Assist state and local governments to carry out climate reduction strategies through procurement, leveraging the work of the West Coast Climate and Materials Management Forum or similar existing programs. **NEAs #1 and # 3**
- Promote multimedia pollution prevention and waste reduction in the food manufacturing and processing sectors (not including food preparation and distribution operations, such as restaurants, cafeterias, grocery stores, etc.) **NEA #2**
- Develop and use of safer alternatives to hazardous chemicals, including those identified as priorities by U.S. EPA (EPA workplan chemicals), or the California Department of Toxic Substances Control Safer Consumer Products program (DTSC's Safer Consumer Products Candidate Chemical List), or other authoritative lists. **NEA #3**

Region 10 (AK, ID, OR, WA) – The Region seeks research, studies, demonstrations, or training proposals that:

- Support source reduction technical assistance provider programs, or projects that carry out source reduction technical assistance, in Alaska, Idaho, and/or Washington communities that assist businesses in preventing and reducing air, water, hazardous waste or materials, and/or greenhouse gas emissions. **NEAs #1; #2; or #3**

- Support and/or carry out P2 technical assistance programs including Lean/Green and/or Green Chemistry/Alternatives Assessment in Alaska, Idaho, Oregon and Washington states communities, to achieve source reduction results. **NEAs #1; #2; or #3**

**Note: To help inform all applicants on the kinds of SRA grant activities that can carry out each NEA goal, the P2 Program worked collectively to offer a range of grant project examples. (Refer to Appendix A.) The examples illustrate the types of SRA grant projects that may be considered for development. Applying any example will not increase an applicant's chance of being considered for grant funding.**

## **Section II. Award Information**

**A. Number of Expected Awards and Funding Amounts:** SRA awards will be issued in the form of grants and/or cooperative agreements. If a cooperative agreement is awarded, the degree of involvement will be determined by the Region. The nine Regions participating in this announcement, anticipate having approximately \$2.2 million in total award funding (in FY 2016 \$1.1 million and in FY 2017 \$1.1 million) to issue SRA two-year awards covering a two-year funding period. FY 2016 represents the period from October 1, 2015 – September 30, 2016. FY 2017 represents the period from October 1, 2016 – September 30, 2017. It is anticipated that awards will be issued in the range of approximately \$20,000 – \$260,000.<sup>8</sup> Award estimates are subject to annual Congressional appropriation and the quality of proposals received under this competition. It is anticipated that the Regions participating in the announcement will receive approximately 40 grant proposals and issue between 15 – 20 awards. The Regions anticipate final funding decisions will be made 180 days after the post date of this announcement. Consistent with Agency policy, the Regions reserve the right to make additional awards under this announcement, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six (6) months from the date of the original selections. The Regions also reserve the right to reject all proposals and issue no awards under this announcement, or issue fewer awards than anticipated.

**B. Funding Types:** SRA grants will be issued in the form of grants and/or cooperative agreements under the statutory authorities noted in Section I.B.1.

**Grants:** 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 contractors 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, which the recipient is not required to account for. The Region will not be substantially involved in the performance of grants.

**Cooperative agreements:** These types of agreements permit substantial involvement between the EPA Regional Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process. If a cooperative agreement is awarded EPA will have substantial technical interaction with the grant recipient. EPA will:

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<sup>8</sup> Region 3 will place a recipient award cap of \$75,000 per year on each assistance agreement.



- Review and approve project phases;
- Review proposed work of sub-grantees and contractors collaborating with the recipient;
- Review and approve proposed procurements in accordance with 2 CFR 200.317 and 2 CFR 200.318;
- Monitor the operation of the projects;
- Approve qualifications of key personnel; (EPA will not select employees or contractors employed by the award recipient);
- Closely monitor the recipient's performance;
- Approve any proposed changes to the work plan and/or budget; and
- Review and comment on tasks or deliverables and reports or publications prepared under the cooperative agreement. (The final decision on the content of reports rests with the recipient).

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

Partial funding allows for flexibility in awarding SRA grant funds. In order to be considered for partial funding, applicants will draft budgets that have clearly delineated activities or phases with separate budget estimates for each activity/phase of a project. The proposals will include budgets that estimate costs for each category (e.g., labor, fringe benefits, travel, equipment, supplies, contractors, and other direct costs or indirect costs). The budgets will itemize these costs under each project and will identify activities (and corresponding estimated costs) covered by the 5 percent match. Refer to **Section III** for additional information on the match requirement.

### **Section III. Eligibility**

**A. Eligible Applicants:** Eligible applicants include the fifty states, the District of Columbia, the United States Virgin Islands, the Commonwealth of Puerto Rico, 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 grassroots organizations, and federally-recognized tribes and intertribal consortia.<sup>9</sup>

**B. Cost Sharing and Matching Requirements:** SRA grant recipients, as required by the P2 Program, must provide at least a 5 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. Cost sharing and matching contributions may include dollars, in-kind goods and services (such as volunteered time, photocopying and printing services, etc.) and/or third party contributions consistent with 2 CFR 200.306. In the budget, the use of the matching funds must

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<sup>9</sup> Region 1 is not participating in this announcement. Region 1 encompasses the states of: CT, NH, MA, ME, and VT. Applicants in those states may propose work in one of the nine participating Regions.

be documented. *Note: The match requirement may be applied at the time of award or at specified intervals during the project period.* The grant applicant must document in the budget the type of match to be applied and how it will be used. The grant project officer in the Region will monitor the grant recipient's compliance. If the match requirement is not met or is not applied at specified intervals during the project period, federal funding will cease and the recipient may be subject to an enforcement action, whereby EPA may, for example, disallow costs.<sup>10</sup>

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

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

Proposals must include the following items in order to be eligible for review under Section V.

1. Proposals must address *one or more* of the P2 national emphasis areas (**Section I.B**);
2. 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**;
3. Proposals must substantially comply with all SRA grant program elements and requirements.
4. SRA assistance agreements must carry out activities within the terms of EPA's statutory authorities. The statutes authorize the agency to award grants or cooperative agreements using methods of: research, investigations, experiments, education, training, surveys, studies **and/or** demonstration of innovative techniques. SRA assistance agreement activities must relate to gathering or transferring information or advancing awareness. Proposals must emphasize this "learning" concept, as opposed to "fixing" an environmental problem using a well-established method.
5. 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 proposal 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 RFP. If your project

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<sup>10</sup> For additional information on cost share and matching requirements, refer to [2 CFR 200.306](#).

uses technologies, methods or approaches that have been used previously in other geographic areas and/or business sectors, then your proposal 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.

6. Proposals that principally support recycling, clean-up, treatment, disposal and/or energy recovery efforts (e.g., incinerating solid waste to generate electricity) will not be considered for funding.

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

1. Proposal packages must substantially comply with the submission instructions and requirements set forth in **Section IV** of this announcement in order to be considered for funding or else they will be rejected.
2. Proposals must be submitted through [Grants.gov](http://Grants.gov) as stated in **Section IV** of this announcement (except in limited circumstances where another mode of submission is specifically allowed for as explained in **Section IV**) on or before the proposal submission deadline. Applicants are responsible for following the submission instructions in **Section IV** by the submission deadline.
3. Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [Grants.gov](http://Grants.gov) or [System for Award Management \(SAM\)/SAM.gov](http://System for Award Management (SAM)/SAM.gov) issues. An applicant's failure to submit their proposal through [Grants.gov](http://Grants.gov) in a timely fashion because they did not properly register in [SAM.gov](http://SAM.gov) or [Grants.gov](http://Grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposals with their applicable Region noted in **Section VII** as soon as possible after the submission deadline – failure to do so may result in proposals not being reviewed.
4. Applicants must adhere to the page limit requirement (**Section IV.C.4**).
5. The DUNS number of the applicant applying for federal funding must be noted on the Federal Assistance SF-424 form.

#### **IV. Proposal and Submission Information**

**A. Submission Deadline:** Proposals are due **Monday, June 6, 2016, 11:59 pm (EDT)**.

**B. Requirement to Submit Proposals through [Grants.gov](http://Grants.gov) and Limited Exception Procedures:** Applicants, except as noted below, must apply for SRA grant funding electronically through [Grants.gov](http://Grants.gov) based on the [Grants.gov](http://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](mailto:OGDWaivers@epa.gov) or send a letter to the address offered 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 (FON) – EPA-HQ-OPPT-2016-003;
- Organization's Name and DUNS Number;
- Organization's Contact Information (email address and phone number); and
- Explanation of why the applicant lacks the technical capability to apply electronically through [Grants.gov](http://Grants.gov) because of: 1) limited Internet access or 2) no Internet access, which prevents them from being able to upload the required application materials through Grants.gov.

EPA will respond and only consider an alternate submission exception request based on the two reasons stated – all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of the approval and further instructions on how to apply under this announcement. The applicant 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 under this 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 page limits).

If an alternate 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, 2015, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2015). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2015 with a submission deadline of January 15, 2016, the applicant would need a new exception to submit through

alternative methods beginning January 1, 2016.

*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 applicable Regional Contact listed in **Section VII**. Queries or requests submitted to the email address identified above for reasons 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 on the registration requirements that must be completed in order to submit an application through grants.gov, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

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](http://www.grants.gov) and click on “Applicants” on the top of the page and then “Apply for Grants” from the drop down menu and then follow the instructions.

*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 Software Compatibility](#).*

You may also be able to access the SRA grant proposal package by searching for the funding opportunity on [Grants.gov](http://www.grants.gov). Go to [Grants.gov](http://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number – **EPA-HQ-OPPT-2016-003**, or the CFDA number – **CFDA 66.617**, 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](http://www.grants.gov). To find the synopsis page, go to [Grants.gov](http://www.grants.gov) and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

**Application Submission Deadline:** Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **11:59 pm ET on Monday, June 6, 2016**. Please allow enough time to successfully submit your application

process and allow for unexpected errors that may require you to resubmit.

Applicants are to submit *all* proposal materials described below using the [Grants.gov](https://www.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.

**Note: Only the Proposal (item #4) will count toward the 10 single-sided page limit (Section IV.C.4). Please load materials using the instructions provided on Grants.gov.**

**1. Cover Page** will include:

- a. Grant Name and Funding Opportunity Number;
- b. Title of proposal;
- c. Short description of proposal;
- d. Total funding of project and Requested funding of project;
- e. Contact information (i.e., name of applicant, name of organization, mailing address, phone number, fax number, and email address); and
- f. System for Award Management Registration Date (**refer to Section IV.F**).

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

- 2. Application for Federal Assistance Form (Standard Form (SF)-424):** When filling out this form applicants must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Applicants can receive a DUNS number, at no cost, by calling the toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website: <http://fedgov.dnb.com/webform>.
- 3. Key Contacts Form (5700-54):** Please identify key personnel who will file and manage the paperwork, fund activities and direct the proposal.
- 4. Proposal:** The proposal must include both parts *a - c* noted below. And the proposal should address all evaluation criteria (**Section V**). **The proposal is subject to a 10-page limit.**
  - a. Narrative: Programmatic Capability and Past Performance – Applicants must submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 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 in **Section V.A**, 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 reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

- b. Environmental Results: Outcomes, Outputs, and Performance Measures – Applicants must identify the expected quantitative and qualitative outcomes and outputs of the project (**Refer to Section I and Appendix C**), including what performance measurements, timeline of milestones, and other means will be used to track, measure and report progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.
  - c. Strategy: The proposal strategy should lay out a realistic and thoughtful plan for carrying out research, investigations, experiments, education, training, surveys, studies **and/or** demonstration of innovative techniques under one or more of the P2 NEAs for a two-year federal funding period. Applicants should explain how their proposal will address the evaluation criteria in Section V.A. **Note: Providing charts/tables/graphs of timelines and budget planning details to help explain the timeline and budget criteria will not count as part of the 10-page limit.** Proposals that include demonstrations must include an explanation describing how the P2 technologies, methods, or approaches used are new and how the project otherwise meets the requirements of a true demonstration as described in the RFP. If the demonstration project uses technologies, methods or approaches that have been used previously in other geographic areas and/or business sectors, then the proposal must include an explanation as to how the demonstration is different from such prior projects and is a true demonstration.
5. **Letters of Support**: Letters of Support are to describe the service(s) the grant partner(s) will provide to help carry out and enhance the project activity.

#### D. 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 this announcement.** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays. A successful transfer will end with an onscreen acknowledgement. For documentation purposes, print or screen capture the 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 does not resolve the problem to ensure the application is submitted to 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 Michele Amhaz (amhaz.michele@epa.gov) with the FON in the subject line. If you are unable to send an email, contact Michele Amhaz at 202-564-8857. Be aware that EPA will only consider applications that were unable to transmit due to 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 a proposal in a timely manner 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 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 Michele Amhaz at 202-564-8857.
- 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, email Michele Amhaz (amhaz.michele@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 email Michele Amhaz, ([amhaz.michele@epa.gov](mailto:amhaz.michele@epa.gov)) with the FON in the subject line within 1 (one) business day of the closing date of this announcement. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

**E. Proposal Length and Format:** Regions will review proposal narratives up to 10 single-spaced pages (i.e., a page equals one side). The page limit only pertains to the proposal (Section IV.C.4).



Proposals are to be submitted in .pdf; .doc or .docx format.

**F. Additional Solicitation Clauses Pertaining to Proposals and Submission Information:**

Additional clauses apply to submitting proposals under this announcement, they include: **1)** Confidential Business Information, **2)** Pre-Proposal/ Application Assistance and Communication, **3)** Management Fees, **4)** Contracts and Subawards, **5)** Duplication of Funding, **6)** System for Award Management/SAM requirements, and **7)** Restrictions on the use of Federal Funds; all of which can be found at [Grant Solicitation Clauses](#). These clauses are important and applicants must review them when preparing proposals for this announcement. If you are unable to access the clauses electronically using the website above, please contact the applicable Region listed in **Section VII** of this announcement to obtain the information.

**G. Opportunity for Questions and Answers Regarding this Announcement:** EPA’s national P2 Program held an informational question and answer webinar with potential applicants and interested stakeholders that addressed the release of this announcement. The webinar, held on Tuesday, March 22, 2016, focused on the P2 Program’s three grant programs and the P2 National Emphasis Areas featured in this grant announcement. Potential applicants are strongly encouraged to refer to the recorded webinar presentation and the Frequently Asked Questions and Answers all of which are posted to [EPA’s P2 Grant page](#). For related information on the types of questions EPA can respond to, please refer to grant solicitation clause [Pre-Proposal/ Application Assistance and Communication](#).

**V. Proposal Review Information**

Only eligible applicants with proposals that meet the threshold criteria in **Section III** of this announcement will be reviewed based upon the evaluation criterion provided below. Each proposal will be rated using the points-scale system offered below. The maximum number of total points possible is 100 points.

**A. Evaluation Criteria:**

Criteria	Description	Points
<b>Programmatic Capability*</b>	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.	<b>3</b>
	b) Proposals will be evaluated based on the quality and extent to which they describe an approach, offer procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.	<b>3</b>
<b>Past Performance*</b>	a) Proposals will be evaluated based on the quality and extent to which they document 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 <i>three years</i> .	<b>3</b>

	b) Proposals will be evaluated based on the quality and extent to which they document 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
	c) Proposals will be evaluated based on the quality and extent to which they document that applicants have successfully achieved and adequately reported expected environmental outcomes under prior federally-funded assistance agreements.	3
<p><i>*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.</i></p>		
<b>Project Strategy &amp; Technical Assistance/ Training Approaches</b>	Proposals will be evaluated based on the extent and quality to which applicants:	
	a) Describe staff roles and responsibilities for carrying out the project strategy under one or more of the NEAs; and	8
	b) Describe a well-conceived strategy for using P2 to conduct surveys, studies, research, investigation, experimentation, education, training and/or demonstrations involving innovative practices to achieve anticipated results associated with the project.	14
<b>Environmental/ Human Health Concerns</b>	Proposals will be evaluated based on the quality and extent to which applicants describe significant environmental and/or human health concerns that the project is designed to address, and identify how these relate to the Regional Focus Areas within the NEAs. If no Regional focus areas are expressed, applicants should indicate how these relate to the one or more of the NEAs.	11
<b>Environmental Results and Measurement</b>	Proposals will be evaluated based on the quality and extent to which:	6
	a) Applicants provide qualitative and quantitative estimates of expected outcomes and outputs under the one or more of the NEAs.	
	b) Applicants provide a plan for tracking progress toward expected outcomes and outputs. Specifically, for expected environmental outcomes, the plan should address how the applicant will document results at the facility or entity level and tie them to the activities carried out. Refer to <b>Appendix C</b> .*	14
<p><i>*Note: In limited cases, EPA will consider awarding points for a credible explanation of why reporting outcomes at the facility or entity level would be too burdensome or will raise confidentiality concerns which cannot be overcome.</i></p>		
<b>Partnerships</b>	Proposals will be evaluated based on the quality and extent to which applicants describe a plan for engaging partners with respect to the design and performance of the project and obtaining support from project partners to more effectively perform the project and build long-term capacity to continue the project. Applicants that do not plan on partnering with other groups in the performance of the project will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the project without such partnership.	8

<b>Transferability</b>	Proposals will be evaluated based on the quality and extent to which:  <b>a)</b> Applicants describe a plan for how project deliverables (e.g., toolkits, assessment checklists, training modules, newsletters, smart phone apps, etc.), approaches, and lessons learned (e.g., insights, challenges, successes, recommendations, etc.) will be packaged and/or promoted to <i>engage</i> other entities that <i>access</i> the material during and after the grant period. Other entities may involve States, Tribes, technical assistance providers, businesses, communities, nonprofit organizations, etc.	<b>6</b>
	<b>b)</b> Applicants explain how partners or other stakeholders will deploy project results during and after the grant period.	<b>6</b>
<b>Timeline</b>	Proposals 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 should cover a grant funding period of <u>two years</u> . The timeline should include a breakout of project tasks, anticipated dates (from start to completion of each task), milestone markers, and a brief explanation for achieving project goals and objectives by the end of the project. The goals should reference technical assistance and/or training and environmental data collection activities. Refer to <b>Appendix D</b> .	<b>6</b>
<b>Budget</b>	Proposals will be evaluated based on the quality and extent to which applicants describe and show a budget plan for <u>two years</u> . Each year should include: estimated costs for each project task and category (e.g., labor, fringe benefits, travel, equipment, supplies, contractors, and other direct costs or indirect costs). Applicants should itemize the costs associated under each project and should identify activities (and corresponding estimated costs) covered by the match requirement by year. Examples are presented in <b>Appendix E</b> .	<b>6</b>

## B. Review and Selection Process:

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

Headquarters. Once final decisions have been made, funding recommendations will be forwarded to EPA's Award Official within the Office of Grants and Debarment. The Regions *anticipate* final funding decisions will be made by September 30, 2016.

## VI. Award Administration Information

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

### B. Submission Requirements:

- 1. Federal Requirements:** If an applicant's proposal shows merit for federal funding, the applicant will be contacted by the Region and instructed to submit required application forms. All application forms must be filled out in their entirety, prior to being considered for an award (refer to 2 CFR Part 200, as applicable). Successful applicants will be required to certify that they have not been debarred or suspended from participation in federal assistance awards in accordance with 2 CFR Part 108.
- 2. Intergovernmental Review:** The SRA grant program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs" and 40 CFR Part 29. Applicants selected for funding may be required to provide a copy of their application to their State Points of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with initial proposals and not all states require such a review. The SPOC list may be viewed at: [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc). *Federally-recognized Tribal governments are not required to comply with this procedure.*

### C. Administrative Requirements:

- 1. Award Management:** Awards issued in FY 2016 will be managed by the appropriate Region.
- 2. Quality Assurance and Quality Control (QA/QC):** Certain quality assurance and/or quality control (QA/QC) and peer review requirements are applicable to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data also include information collected directly from measurements, produced from models, and obtained from other sources such as databases or published literature. Regulations pertaining to QA/QC requirements can be found in 2 CFR 1500.11. Additional guidance can be found at <http://www.epa.gov/quality/>.

If environmental data are to be collected and used there are three major steps involved in satisfying the QA/QC process: **1)** Sufficient time and resources will be needed to set up a Quality Management System (QMS) for proposed projects. If there is not a QMS in place, one must be developed. A QMS would be the mechanism or process for managing the quality of environmental data collection and use; **2)** For a QMS to be utilized, a Quality Management Plan (QMP) needs to be written. A QMP is the document that describes an applicant's organization or program in terms of organizational structure, policy and procedures, functional responsibilities of management and staff, lines of authority, and required interfaces for those planning, carrying out, documenting, and assessing all activities conducted under the assistance agreement; and **3)** The third component to QA/QC planning is writing a project-specific Quality Assurance Project Plan (QAPP) or functional equivalent. The QAPP is the document that describes project-specific information on quality assurance, quality control, and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. The QAPP must be submitted and approved by the Region (**Section VII**).

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

- 3. Reporting Requirements:** Semi-annual progress reporting and a detailed final technical report are required. Semi-annual reports will summarize technical progress, planned activities for the next reporting cycle and include a summary of financial expenditures – explaining how federal and matching funds are being used. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, milestones and results achieved, and costs of the project or activity. In addition, the final technical report should discuss the problems, successes, and lessons learned from the project or activity that could help inform similar project activities elsewhere. A schedule for submitting the semi-annual report will be established by the Region after the award is issued.
- 4. Disputes:** Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www2.epa.gov/grants/dispute-resolution-procedures>. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

**D. Additional Solicitation Clauses Concerning Award Administration:** Additional clauses pertain to awards made under this announcement, they 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)** Copyrights, **9)** Confidentiality Statements, **10)** Conflict of Interest, and **11)** Mandatory Disclosures; all of which can be found at [Grant Solicitation Clauses](#). These clauses are important and applicants must review them when preparing proposals for this announcement. If you are unable to access the clauses electronically using the website above, please contact the applicable Region (**Section VII**) to obtain the information.

## VII. Agency Contacts

### EPA Regional P2 Program Coordinators.

Region 2  
NJ, NY, PR,  
VI  
Alex Peck  
U.S. EPA Region 2  
290 Broadway, 25th Floor (PSPMMB)  
New York, NY 10007-1866  
Phone: 212-637-3758  
Email: peck.alex@epa.gov

Region 3  
DC, DE,MD,  
PA, VA, WV  
Mindy Lemoine  
U.S. EPA Region 3  
1650 Arch Street (3LC40)  
Philadelphia, PA 19103-2029  
Phone: 215-814-2736  
Email: lemoine.mindy@epa.gov

Region 4  
AL, FL, GA,  
KY, MS, NC,  
SC, TN  
Daphne Wilson  
U.S. EPA Region 4  
61 Forsyth Street SW  
Atlanta, GA 30303  
Phone: 404-562-9098  
Email: wilson.daphne@epa.gov

Region 5  
IL, IN, MI,  
MN, OH, WI  
Christine Anderson  
U.S. EPA Region 5  
77 West Jackson Boulevard (LM-8J)  
Chicago, IL 60604-3590  
Phone: 312-886-9749  
Email: anderson.christinea@epa.gov

Region 6  
AR, LA, NM,  
OK, TX  
Annette Smith  
U.S. EPA Region 6  
1445 Ross Ave, Suite 1200  
Dallas, TX 75202  
Phone: 214-665-2127  
Email: smith.annette@epa.gov

Region 7  
IA, KS, MO,  
NE  
Jennifer Dawani  
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Region 8  
CO, MT, ND  
ND, SD, UT,  
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Melissa Payan  
U.S. EPA Region 8  
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Region 9  
AZ, CA, HI,  
NV, AS, GU

Jessica Counts-Arnold  
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Region 10  
AK, ID, OR,  
WA

Carolyn Gangmark  
U.S. EPA Region 10  
1200 Sixth Avenue, Suite 900 (AWT-128)  
Seattle, WA 98101  
Phone: 206-553-4072  
Email: [gangmark.carolyn@epa.gov](mailto:gangmark.carolyn@epa.gov)

## APPENDIX A

### National Emphasis Area (NEA) Project Examples

**1. Climate Change Mitigation/Prevention of Greenhouse Gas Emissions:** The goal is to apply 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. Technical assistance is limited to providing advice and training, but it does NOT involve the actual installation, operation, or maintenance of equipment.

Under this NEA, technical assistance to businesses may include, but is not limited to:

- Reducing fuel and electrical consumption due to transportation, processing, refrigeration, compressed air, pumping, HVAC, lighting, water usage, etc.
- Identifying and providing advice on carrying out renewable energy opportunities.
- Reducing amounts of chemicals and materials to prevent GHG emissions associated with manufacturing, transporting, disposing, harvesting and mining of raw materials or products.
- Providing advice on the [Economy, Energy and Environment \(E3\)](#) framework to reduce GHG emissions through process efficiency and/or materials/chemical substitution.
- Offering training and providing advice to businesses and technical assistance providers on how to identify, carry out and measure [Green Chemistry](#) solutions to reduce GHG emissions. Such as transitioning from higher Global Warming Potential (GWPs) chemicals to lower GWP chemicals (e.g., switching from solvents such as TCE and methylene chloride to water-based or safer cleaners and degreasers, and switching to more benign gases for cleaning and refrigeration) and measuring the change in greenhouse gas emissions resulting from this transition.

**2. Food Manufacturing and Processing:** Conduct research, study, demonstration and training P2 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.

Under this NEA, technical assistance to businesses may include, but is not limited to:

- Applying and measuring new and experimental water conservation techniques (e.g., use of high volume, low pressure washing systems that reuse water; carrying out alternative practices to minimize loadings to wastewater systems, focusing on managing production times to optimize cleaning and reduce water usage, possibly by extending operating times between cleanings, etc.)



- Applying and measuring new and experimental reduction of energy use and energy efficiency at a facility or in the supply/transportation chain to and from a facility.
- Applying and measuring new and experimental [Green Chemistry](#) solutions (e.g., reduce quantity and toxicity of cleaning products or food processing chemicals, developing projects that identify and find alternative chemicals or procedures for cleaning equipment and the building space, in particular alternatives to Clean-in-Place chemicals and practices, developing environment-friendly food grade lubricants, cleaners, and materials used in equipment in contact with food, etc.)
- Applying and measuring new and experimental methods for reduced air emissions and water discharges (e.g., steps to prevent ammonia refrigeration leaks and other accidental releases, developing refrigerant alternatives that are of low toxicity and low global warming potential, etc.)
- Establishing food-manufacturing roundtables to exchange information, ideas, and technology information among food manufacturers and that incorporate follow-up measures to document P2 practices that result from the information exchanged.
- Focusing [Economy, Energy and Environment \(E3\)](#) assessments on source reduction of food manufacturing and processing of wastes at one facility or at multiple points in the supply chain, leading to transferable lessons that can applied at other facilities.
- Conducting research, studies, demonstrations or training focusing on reduction of energy use and cost by concentrating on identifying opportunities for energy (particularly heat energy) conversion, transfer and/or storage.
- Investigating byproduct recovery and transformation to reduce emissions and other discharges.

**3. State or Community Approaches to Hazardous Materials Source Reduction:** Apply new and experimental state or community-based approaches to hazardous materials source reduction activities that result in reduced generation and use of hazardous materials.<sup>11</sup>

Under this NEA, technical assistance to businesses may include, but is not limited to:

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<sup>11</sup> The term community as defined under this emphasis area applies to sectors, multi-organizational partnerships and encompasses 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>.

- Advising businesses within a community to improve material practices that reduce the use and risk of release of hazardous chemicals during a storm, flooding or other natural disaster event. (i.e., reduce stockpiling and use of non-hazardous chemicals).
- Identifying and targeting businesses or sectors within environmental justice communities that use hazardous materials and providing P2 assessments and training.
- Using [Toxic Release Inventory \(TRI\)-P2 reporting](#) data to target similar businesses or operations with similar P2 opportunities in hazardous materials source reduction within local communities.
- Creating training and outreach materials to teach businesses to identify and reduce the use of hazardous chemicals in their facilities through source reduction techniques and/or practices, (e.g., participating in [EPA's Safer Choice program](#), using Safer Choice-labeled products, or using [EPA's Safer Chemical Ingredients List](#), etc.)
- Establishing regional manufacturing roundtables to exchange information, ideas, and technology information among the manufacturers that incorporate follow-up measures to document P2 practices that result from the information exchanged.
- Developing community-based [Economy, Energy and Environment \(E3\)](#) projects involving research, studies, demonstrations or training that would result in reduced generation and use of hazardous substances, pollutants, and/or contaminants and increase efficiency by manufacturers.
- Providing technical assistance to manufacturers to reduce the generation of hazardous materials through process changes included, but not limited to: [Green Engineering](#) practices, through in-process reuse of the materials, and/or through the reclamation and remanufacturing of the hazardous secondary materials to extend their useful life. This technical assistance could be targeted to assist with P2 practices at manufacturers who may use exclusions in the [2015 RCRA Definition of Solid Waste Rule](#) (as adopted by a State).
- Assisting businesses with training or conducting studies that will help businesses adopt P2 practices that reduce their compliance burden under EPA or under state environmental regulations – e.g., carrying out air toxics standards covering motor vehicle and miscellaneous spray coaters; eliminating use of metallic hazardous air pollutants in spray painting; providing training to spray painters in appropriate spray techniques; eliminating use of halogenated solvent degreasing by electroplaters and other firms that clean metal parts; [substituting perchloroethylene used by drycleaners](#) with wet cleaning practices, especially focusing on drycleaners co-located within residential buildings.
- Carrying out and measuring new and experimental [Green Chemistry](#) solutions (e.g., reduce quantity and toxicity of industrial cleaning/personal care products, deicers, etc.)

**APPENDIX B**

**Sample Cover Page**

*[Grant Program Title]* **FY 2016 and FY 2017 Source Reduction Assistance Grant Program**  
*[Funding Opportunity Number]* **EPA-HQ-OPPT-2016-003**

*[Title]* **Groundwater Guardian Green Sites Expansion (GGGS)**

*[Short Description - no more than 300 characters]*

Project will use pollution prevention at the source. It will document, calculate, and publicly recognize the environmental outcomes of reducing the use of fertilizer, pesticide, and water and of effectively managing sources of pollution.

*[Project funding]*

**Total Project Funding:** \$46,804

**Requested Funding:** \$39,804

*[Applicant's contact information. The contact information should include a primary contact, i.e., the person responsible for implementing the grant project and if desired an administrative contact, i.e., the person responsible for submitting the grant proposal]*

**Name:** Jane Doe

**Address:** 1200 Pennsylvania Ave, N.W.  
Washington, D.C. 20460

**Tel:** (222) 222-2222

**Fax:** (222) 222-2222

**Email:** doe.jane@aol.com

*[System for Award Management (SAM) Registration]*

**System for Award Management (SAM) Registration Date:** 1/10/2016

## APPENDIX C

### Guidance for Addressing the Selection Criterion on Environmental Results and Measurement

This guidance is to help applicants respond to the Selection Criterion on Environmental Results and Measurement.

***Environmental Results and Measurement Selection Criterion:***

- a. Provide qualitative and quantitative estimates of expected outcomes and outputs of P2 grant project activities.*
- b. Provide a plan for tracking expected outcomes and outputs. For expected environmental outcomes specifically, include a plan to document results at the facility or entity level. In limited cases, EPA will consider awarding points for a credible explanation of why reporting outcomes at the facility or entity level would be too burdensome or raise confidentiality concerns which cannot be overcome.*

#### **I. Selection Criterion on Environmental Results and Measurement: Subpart (a)**

**A. Directions for Estimating Expected Outputs:** Outputs are work products related to an environmental goal that you expect to produce and measure quantitatively or qualitatively during the grant period.

1. Estimate your expected outputs. Examples include the number of: (i) technical assistance visits/assessments; (ii) workshops, training and courses conducted; (iii) stakeholder groups involved in a process; (iv) fact sheets developed or distributed; and, (v) (the degree of) behavior change among participants.
2. Briefly explain how you are estimating. State any assumptions and calculations used, such as the degree of participation and P2-practice-adoption rates for workshop participants.

#### **B. Directions for Estimating Expected Outcomes**

Outcomes are results from carrying out an environmental activity that relates to an environmental or programmatic goal.

1. When estimating outcomes, address any and all of the following four EPA P2 Program outcome measures for which you expect to get actual results from the environmental activities.
  - ✦ Reductions in pounds of hazardous material inputs and of hazardous pollutants released to air, water, and land;
  - ✦ Reductions in greenhouse gas releases (measured in metric tons of carbon dioxide equivalent (MTCO<sub>2</sub>e));
  - ✦ Reductions in gallons of water used; and,

- ✦ Dollars of cost savings associated with reducing hazardous pounds, MTCO<sub>2e</sub> and water usage.

2. Quantification directions.

- ✦ When making quantified estimates, estimate the annual results of anticipated activities in year one, and the annual results of anticipated activities in year two, and add them together.
- ✦ Do not estimate expected reductions in nonhazardous inputs/wastes as a line item because EPA cannot report them (such reductions cannot be a primary purpose of a P2 grant).
- ✦ If you are converting expected *ancillary* nonhazardous pound reductions into expected GHG reductions, please make note of that. EPA’s Waste Reduction Model can do the conversions. See <http://epa.gov/epawaste/conserves/tools/warm/index.html>
- ✦ Omit cost savings from expected ancillary nonhazardous pound reductions.
- ✦ EPA’s P2 calculator tools are available to assist you in making pound, GHG and cost estimates. See <http://www.epa.gov/p2/pollution-prevention-tools-and-calculators>
- ✦ A table format is recommended for quantified estimates.

3. Include a brief explanation of how you are estimating expected outcomes. It is equally adequate to say that you made an educated guess or that you used calculation assumptions.

**Sample Table 1 – Estimated Annual Outputs**

P2 Activity	Outputs	Behavior Changes

**Sample Table 2 – Estimated Annual Environmental Outcomes (see notes below)**

(a) P2 Activity	(b) Hazardous Pounds Reduced	(c) MTCO <sub>2e</sub> Reduced	(d) Water Gallons Reduced	(e) Dollars saved from (b) – (d)
1.				
2.				
3.				
Total:				

Sample Table 2 notes:

- ✦ Hazardous pounds, covers the total of:
  - ✓ Pounds of hazardous inputs and waste reduced: Omit non-hazardous items (packaging, paper, glass, plastics, steel, construction debris, etc.)

- ✓ Pounds of air pollutants: Omit estimated reductions in SO<sub>x</sub>/NO<sub>x</sub> from utilities, due to cap and trade rules.
- ✓ Pounds of water pollutants: Contaminants in wastewater (chemical and biochemical oxygen demand, toxics, nutrients, total suspended solids, etc.) Convert your estimate of water discharge reduction from gallons to pounds (multiply gallons by 8.34) and then divide by 10,000 to get the estimated reductions of water pollutants.
- ✦ MTCO<sub>2e</sub> (metric tons of carbon dioxide equivalent): Estimated greenhouse gas (GHG) reductions go here.
- ✦ Water gallons reduced: Estimated reductions in water intake/discharge.

## **II. Selection Criterion on Environmental Results and Measurement: Subpart (b)**

### **A. Directions for Planning to Track Progress**

1. Briefly state how you will collect results.
  - a. 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. Voluntary tests and surveys administered under a grant are exempt from the Paperwork Reduction Act.
  - b. Collection approaches for outcomes include onsite revisits, self-reported data, etc.
2. 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.
3. If you know, briefly state 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>
4. For projects with expected outcomes, the EPA will evaluate whether an applicant is making a commitment to correlate activities to actual outcomes in a facility or entity level report by the end of the grant period.

### **B. For Reference: Examples of Facility and Entity Level Reports**

The EPA is providing the examples of results documented at the facility or entity level.

1. Technical assistance or assessment.

**Table 3: Sample**

(a) Entity or Facility	(b) P2 Activity	(c) Hazardous Pounds Reduced	(d) Gallons Water Saved	(e) MTCO <sub>2</sub> e Reduced	(f) \$ Saved from (c) – (e)
Mid-size manufacturing facility	Training/technical assistance on resource conservation concepts (energy efficiency or water usage); plastics recycling converted to MTCO <sub>2</sub> e*; saved from (c) – (e).	100,000 lbs	0	19,000	\$40,000
Farm	Offering training/technical assistance to encourage environment friendly irrigation practices or electrical efficiency measures.	0	100 million gallons	15,000	\$28,000
Adhesive manufacturer	Applying training/technical assistance on once-used solvent sold to vendor to be remanufactured.	110,000 lbs	0	0	\$45,000
Company X	Applying training/technical assistance on product reformulation/redesign (green chemistry/green engineering).	80,000 lbs.	0	0	0

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

**2. State Environmental Leadership or similar program with self-reporting members.**

**Table 4. Sample**

Facility Name	Indicator	Specific Indicator	Baseline	Quantity	Cost savings	Cost savings explanation
Company X	Hazardous 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.	6,500 kWh	5,900 kWh; 1,000 kWh reduction	\$500	Energy conservation
Company Z	Non-hazardous 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.*

3. Sector Initiatives. 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 the effort and the model formula for calculating average sector-facility performance.
4. Pilot projects report pilot-test scale results. In a facility or entity application, results would be documented similarly to technical assistance/training results.
5. Training surveys: If training follow-up steps identify actual activity and outcomes, whichever approach above applies would serve as the example (technical assistance/training, sector initiative, etc.).

**III. Directions on Explaining Why Planning to Document Results at the Facility or Entity Level Would be Unduly Burdensome or Pose Confidentiality Concerns:** In limited cases, the EPA will consider awarding points for a credible explanation of why reporting outcomes at the facility or entity level would be too burdensome or raise confidentiality concerns which cannot be overcome. The following points are relevant to EPA's consideration.

1. **Confidentiality.** EPA's P2 Program will protect the identity of any named entity and will not identify entity to any other EPA office or any other party unless it receives permission from the grantee to request the direct permission of the entity. If an applicant has a remaining concern, please state the concern and explain it clearly.
2. **Undue Burden.** If an applicant faces an undue burden in addressing this requirement, it should explain that burden in a credible way. Example: A proposed project involves a state leadership program where recurring (multiple years') results are embedded in participant self-reporting and the applicant explains the obstacle it would face in calculating the annual results from the activities that occurred in the current reporting year.



## APPENDIX D

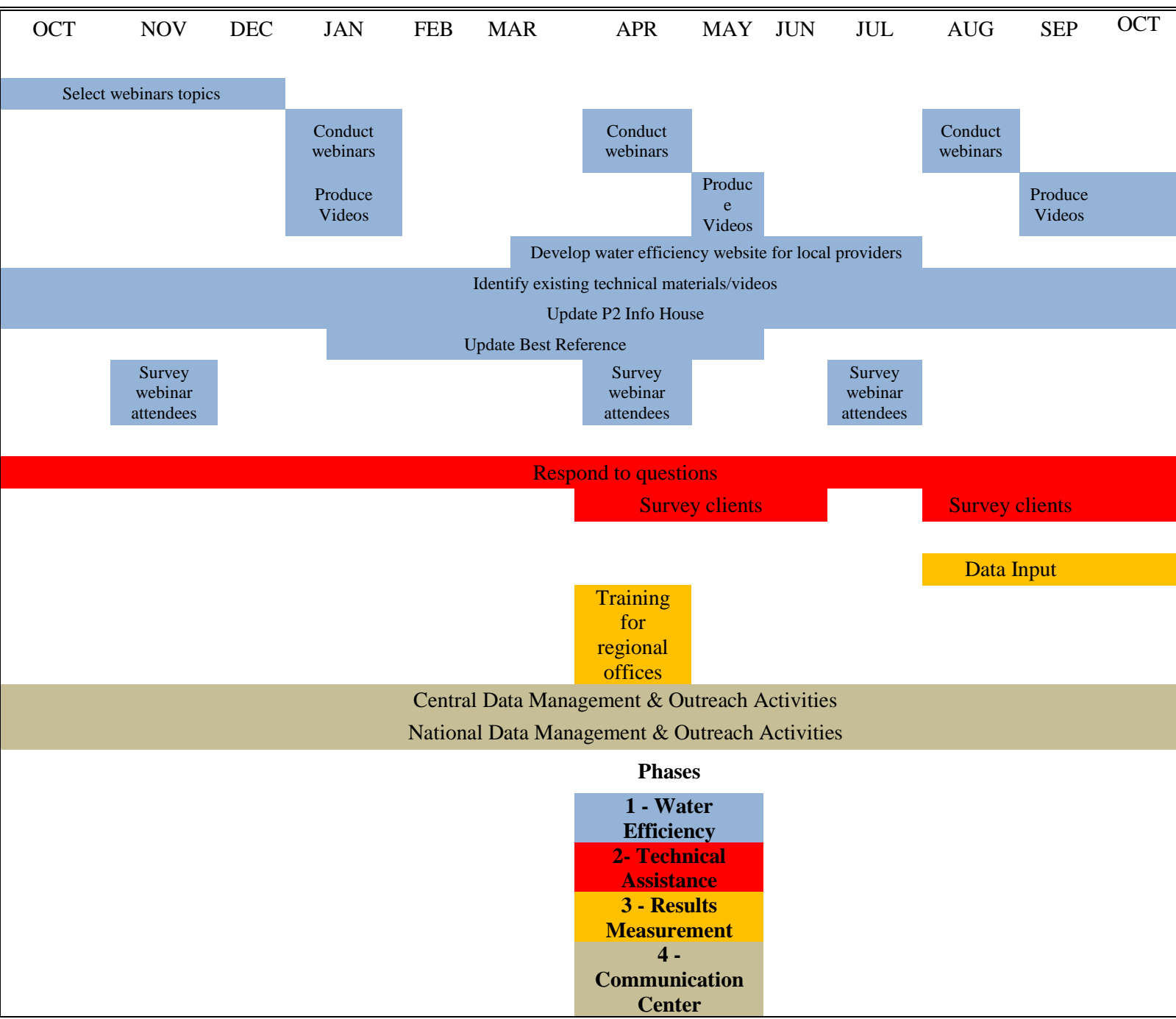
### Project Timeline Samples

The following samples offer different approaches for documenting a time schedule of major project activities and milestones. Please note that timelines will also need to account for measurement tasks, including: measurement planning, data collection efforts, and data analysis and reporting. The samples that follow show one year of federally funded activity. If any of the samples are used, applicants must provide two timelines to demonstrate two years of federally funded activity.

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

Phase & Key Milestones	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
<b>1 Water Efficiency</b>													
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	X
Update Info House	X	X	X	X	X	X	X	X	X	X	X	X	X
Update Best Reference			X	X	X	X	X	X					X
Survey webinar attendees		X					X			X			X
<b>2 Technical Assistance</b>													
Respond to questions	X	X	X	X	X	X	X	X	X	X	X	X	X
Survey clients						X	X	X	X		X	X	X
<b>3 Results Measurement</b>													
Data Input											X	X	X
Training for regional offices						X	X						
<b>4 Communication Center</b>													
Central Data Management	X	X	X	X	X	X	X	X	X	X	X	X	X
National Data Management	X	X	X	X	X	X	X	X	X	X	X	X	X

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



## APPENDIX E

### Itemized Budget Detail Guidance and Sample

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

#### Description of Object Class Categories

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

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

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

**Equipment:** EPA regulation and policy define equipment as tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (2 CFR 200.33). The figure of \$5,000 would represent the total cost of the equipment purchase or of the lease. Note that not all funding programs allow for the purchase of equipment and some programs encourage leasing rather than purchasing equipment. If your project requires the purchase of equipment, you are encouraged to check with the Regional Pollution Prevention contact prior to submitting your proposal to ensure that the equipment purchases are allowable.

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

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

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

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

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

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

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

**Measurement:** The category of "measurement" is not an Object Class Category; nonetheless, grant conditions require the inclusion of a short description of applicable measurement costs to complete the budget detail. A sample description has been included at the bottom of the sample itemized budget.

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

<b>PERSONNEL YEAR 1</b>								
	<b>Annual Salary</b>	<b>FTE</b>	<b>Wages</b>		<b>Annual Salary</b>	<b>FTE</b>	<b>Wages</b>	<b>TOTAL</b>
Info & Cmx Specialist	\$42,632	0.50	\$21,316	Info & Cmx Specialist	\$42,632	0.15	\$6,395	
Env. Sr. Specialist	\$44,362	0.67	\$29,723	Env. Sr. Specialist	\$44,362	0.15	\$6,654	
1 Computer Consultant III	\$50,378	0.10	\$5,038					
1 Env. Prgm. Supv. II	\$66,702	0.05	\$3,335					
				2 Env. Eng.	\$56,726	1.00	\$56,726	
				Env Program Manager	\$60,646	0.20	\$12,129	
				Env. Prgm. Supv. III	\$69,052	0.15	\$10,358	
<b>TOTAL</b>		<b>1.32</b>	<b>\$59,412</b>			<b>1.65</b>	<b>\$92,262</b>	<b>\$151,674</b>

<b>CONTRACT YEAR 1</b>								
		<b>Salary</b>	<b>FTE</b>	<b>Wages</b>	<b>Annual Salary</b>	<b>FTE</b>	<b>Total</b>	
Management support <sup>i</sup>		\$25	780	\$19,500		\$0	\$0	
Graphic/ technical support <sup>ii</sup>		\$10	495	\$4,950		\$0	\$0	
				<b>\$24,450</b>			\$0	<b>\$24,450</b>
<b>OTHER</b>								
Webinar conference calls		\$2,000		<b>\$2,000</b>		\$0	<b>\$0</b>	<b>\$2,000</b>
<b>INDIRECT<sup>iii</sup></b>								
			8.60%	<b>\$5,109</b>		8.60%	<b>\$7,935</b>	<b>\$13,044</b>
<b>INCOME<sup>iv</sup></b>								
		\$0		<b>\$0</b>		\$0	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>		\$2,035						
<b>GRAND TOTAL</b>				<b>\$112,109</b>			<b>\$123,705</b>	<b>\$235,814</b>

**PERSONNEL YEAR 2**

	<b>Annual Salary</b>	<b>FTE</b>	<b>Wages</b>		<b>Annual Salary</b>	<b>FTE</b>	<b>Wages</b>	<b>TOTAL</b>
Info & Cmx Specialist	\$42,632	0.50	\$21,316	Info & Cmx Specialist	\$42,632	0.15	\$6,395	
Env. Sr. Specialist	\$44,362	0.67	\$29,723	Env. Sr. Specialist	\$44,362	0.15	\$6,654	
1 Computer Consultant III	\$50,378	0.10	\$5,038					
1 Env. Prgm. Supv. II	\$66,702	0.05	\$3,335					
				2 Env. Eng.	\$56,726	1.00	\$56,726	
				Env Program Manager	\$60,646	0.20	\$12,129	
				Env. Prgm. Supv. III	\$69,052	0.15	\$10,358	
<b>TOTAL</b>		<b>1.32</b>	<b>\$59,412</b>			<b>1.65</b>	<b>\$92,262</b>	<b>\$151,674</b>

**CONTRACT YEAR 2**

	<b>Salary</b>	<b>FTE</b>	<b>Wages</b>	<b>Annual Salary</b>	<b>FTE</b>	<b>Total</b>	
Management support	\$25	780	\$19,500	\$0		\$0	
Graphic/ technical support	\$10	495	\$4,950	\$0		\$0	
			<b>\$24,450</b>			\$0	<b>\$24,450</b>
<b>OTHER</b>							
Webinar conference calls	\$2,000		\$2,000	\$0		\$0	\$2,000
<b>INDIRECT</b>							
		8.60%	\$5,109		8.60%	\$7,935	\$13,044
<b>INCOME</b>							
	\$0		\$0	\$0		\$0	\$0
<b>TOTAL</b>	\$2,035						
<b>GRAND TOTAL</b>			<b>\$112,109</b>			<b>\$123,705</b>	<b>\$235,814</b>

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

Phase	Work Year 1			Total Project Funding – Year 1		
	Federal	Match	Total	Federal	Match	Total
1 Water Efficiency	0.92	1.00	<b>1.92</b>	\$80,000	\$40,000	<b>\$120,000</b>
2 Technical Assistance	0.00	0.10	<b>0.10</b>	\$4,109	\$10,000	<b>\$14,109</b>
3 Results Measurement	0.10	0.00	<b>0.10</b>	\$14,000	\$0	<b>\$14,000</b>
4 Communication Center	0.10	0.05	<b>0.15</b>	\$14,000	\$5,000	<b>\$19,000</b>
<b>Totals</b>	1.32	1.65	<b>2.27</b>	<b>\$112,109</b>	<b>\$55,000</b>	<b>\$167,109</b>

Phase	Work Year 2			Total Project Funding – Year 2		
	Federal	Match	Total	Federal	Match	Total
Water Efficiency	0.92	1.00	<b>2.32</b>	\$80,000	\$40,000	<b>\$120,000</b>
Technical Assistance	0.00	0.10	<b>0.10</b>	\$4,109	\$10,000	<b>\$14,109</b>
Results Measurement	0.20	0.00	<b>0.20</b>	\$14,000	\$0	<b>\$14,000</b>
Communication Center	0.20	0.05	<b>0.35</b>	\$14,000	\$5,000	<b>\$19,000</b>
<b>Totals</b>	1.32	1.65	<b>2.97</b>	<b>\$112,109</b>	<b>\$55,000</b>	<b>\$167,109</b>

<sup>i</sup> Contract is for project management support 15 hours per week (780 hours total) for one year.

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

<sup>iii</sup> We have chosen not to use the authorized research rate of 62.07%, as we are not engaging in either laboratory or field research. We are using an indirect rate of 8.6% of salary.

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