Pollution Prevention Grants: Federal Announcement of Availability

U.S. Environmental Protection Agency
Office of Pollution Prevention and Toxics (OPPT)

Webinar for Potential Applicants and Interested Stakeholders
February 19, 2020

Webinar Logistics

- **Technical Difficulties**: If you are having technical difficulties, please use the Goto Webinar help button on the task bar within the Goto Webinar control panel to seek help.

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- **Slides**: The slides are available in the "Handouts" tab.

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Goals of the Webinar

- Provide an overview of the Pollution Prevention Grant Program Request for Applications (RFA) for potential applicants and interested stakeholders.

- Provide information and answer questions about the application and review process to help potential applicants submit high quality applications for funding consideration.

Agenda

- **Describe P2 Grant Opportunity**
  - ❑ What is P2
  - ❑ P2 Benefits
  - ❑ Purpose of P2 grants
  - ❑ Eligibility
  - ❑ Changes from the last competition cycle
  - ❑ Desired work
  - ❑ Funding
  - ❑ P2 NEAs
- **Break for Questions**
- **Performance Measures and Reporting**
  - ❑ Grant Reporting and Measures
  - ❑ Case Studies
- **Application Submission and Evaluation**
  - ❑ Critical Elements of RFA
  - ❑ Threshold Eligibility Criteria
  - ❑ Evaluation Criteria
  - ❑ Grant Application Evaluation
- **Tips & Resources**
- **Break for Questions**

What is P2?

- P2 (source reduction), is any practice which reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment prior to recycling of discarded material, treatment, or disposal; and reduces the hazards to public health and the environment associated with the release of those substances, pollutants or contaminants.

What is P2? (continued)

- Practices that increase the efficient use of water, energy use or use of raw materials, or taking other actions that protect natural resources prior to recycling, clean up or disposal.

- Practices that may protect natural resources through conservation methods, or in-process recycling (i.e., process improvements to reuse materials within the same business/facility in the production process).
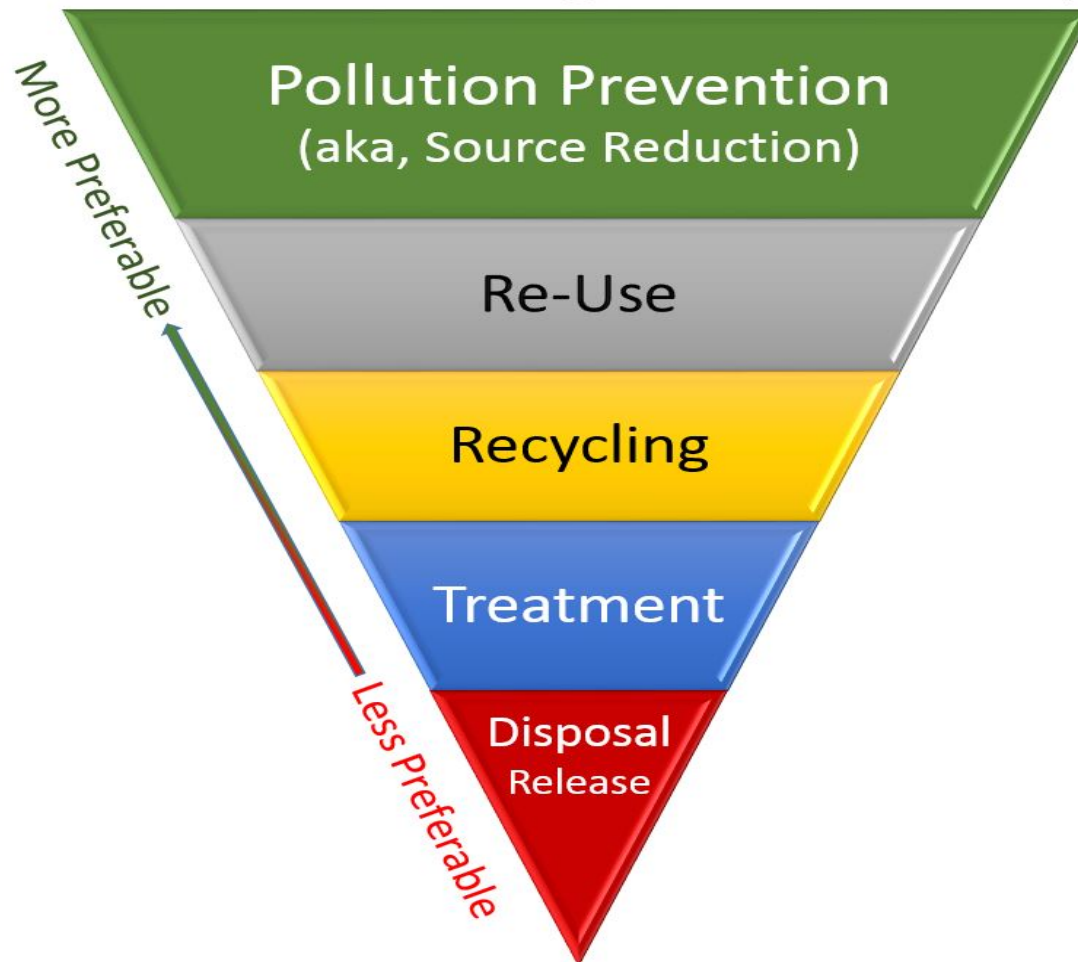
What is not P2?

- Practices which alter the physical, chemical or biological characteristics or the volume of a pollutant, hazardous substance or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or the providing of a service (refer to PPA Section 66303 and 40 CFR 35.343 AND 35.662).

- Recycling of discarded materials, waste, clean-up, disposal activities, and management of or processing of non-hazardous solid waste (e.g., paper/cardboard, glass, plastics, etc.) are not P2 activities and cannot serve as a basis for P2 grant funding.

➢ If any of these activities represent more than a small or ancillary part of your project work, EPA will not consider the application for an award.

The Preferred Approach

The Waste Management Hierarchy

More Preferable → **Less Preferable**

- Pollution Prevention (aka, Source Reduction)
- Re-Use
- Recycling
- Treatment
- Disposal Release

An ounce of Pollution Prevention is worth a pound of cure

P2 Benefits (contd.)

- P2 means taking actions to produce less waste.

- Less pollution means fewer hazards posed to public health and the environment.

- P2 helps American business:
  - ❑ Compete economically through improved environmental performance
  - ❑ Reduce operating, regulatory, and liability costs
  - ❑ Spur, leverage, and amplify innovation
  - ❑ Protect human health and the environment

Purpose of P2 Grants

The Pollution Prevention Act of 1990, authorizes EPA to award grants that provide technical assistance to businesses to help them adopt source reduction (pollution prevention or P2 approaches).

Eligibility

- Any of the 50 states, District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, any territory or possession of the U.S. (40 CFR 35.345)

- Federally-recognized Indian tribes (40 CFR 35.663)

- Intertribal Consortia (40 CFR 35.504)

- Any agency or instrumentality of the state or tribe, including state colleges and universities

Eligibility (contd.)

- Colleges and universities must include documentation demonstrating that they are chartered, commissioned or publically-owned/operated by the state or federally-recognized tribe.

- Documentation may include, but is not limited to: a state/tribe constitutional reference, college/university charter, W-7 tax form that has confirmed the college or university to serve as an instrumentality of a state or federally-recognized tribe.

Notable Changes from Last Competition Cycle

- Type of Solicitation Used – change from an RFP to an RFA.

- Changes to the P2 National Emphasis Areas (NEAs).

- Clarification on grant reporting and requiring grantees to develop P2 case studies.

- Streamlining of solicitation.

Desired Work

EPA is interested in receiving applications that:

1. Describe how P2 technical assistance (e.g., information, training, tools) will be provided to businesses.
2. Identify and support at least one of the NEAs.
3. Fully describe project work and how the project(s) will support at least one of the NEAs.
4. Lay out comprehensive plans for reporting results from grant activities.
5. Develop at least one case study.

Grant Funding

- EPA anticipates releasing approximately $9.38 million in grant funding over a two year period.

- Individual grant awards may potentially be in the range of $40,000-$500,000 for the two-year funding period (e.g., $20,000 - $250,000 incrementally funded per year).

- Some EPA regions have decided to have lower award caps (noted on the next slide).

- Avg. number of awards: ~40-50 awards.

Grant Funding (contd.)

REGIONAL FUNDING CAPS:

- Region 1 – Federal awards may be in the range of $40,000 - $200,000, issued over a two-year funding period (between $20,000 - $100,000 incrementally funded per year). Projects that benefit multiple states in Region 1 may have a two-year cap of $250,000.

- Region 2 – Federal awards may be in the range of $40,000 - $300,000, issued over a two-year funding period (between $20,000 - $150,000 incrementally funded per year).

- Region 4 – Federal awards may be in the range of $60,000 - $200,000, issued over a two-year funding period (between $30,000 - $100,000 incrementally funded per year).

- Region 7 – Federal awards may be in the range of $50,000 - $350,000, issued over a two-year funding period (between $25,000 - $175,000 incrementally funded per year).

Partial Grant Funding

- EPA reserves the right to partially fund applications by funding discrete activities, portions or phases of a proposals.

- If EPA decides to partially fund an application, it will do so in a manner that will not prejudice any applicant or affect the basis upon which a proposal or a portion will be evaluated or selected.

Match Requirements

- As required by the P2 Act, grant recipients must provide at least a 50 percent match of the total allowable project cost.

- For example, if the total project cost is $100,000, the applicant must be able to provide $50,000 in cash or in-kind contributions in order to be eligible to receive a $50,000 grant from EPA.

Match Requirements (contd.)

- Cost sharing and matching contributions may include, but are not limited to:
  - ❑ Dollars;
  - ❑ In-kind goods and services (such as volunteered time, photocopying and printing services, etc.);
  - ❑ Third-party contributions consistent with 2 CFR 200.306; and
  - ❑ University faculty time or effort can be offered as a cash contribution as long as the cost sharing occurs during the assistant agreement project period and while the faculty member is under a continuing contract with the university;

- Applicants must document in their budgets the type of match applied and how it will be used.

Match Requirement Exceptions

- Cost sharing and matching requirements are waived for proposals under $200,000 from Insular Area applicants (U.S. Virgin Islands, American Samoa, Guam and the Northern Mariana Islands).

- Insular Area applicants with proposals that require a cost share of $200,000 or more are advised to contact the applicable EPA region to determine if the cost share requirements will be waived in whole or in part.

- Tribes and intertribal consortia that are awarded P2 grant funds and then place that awarded P2 grant workplan into an approved performance partnership grant (PPG) agreement will have their cost share/match reduced from 50% to 5% (40 CFR 35.535 (b)).

Agreement Types

- Grants - Awards of financial assistance issued by the federal government to eligible recipients based on approved workplans. EPA will not be substantially involved in the performance of grants but will monitor and perform oversight of grant work to ensure federal funds are being used as intended and expended in a timely and efficient manner.

- Cooperative Agreements - Involve substantial involvement between the EPA and the selected applicant in performance of supported work. EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process.

Funding Period

- Funding anticipated for 2 years (dependent on Congressional appropriation, satisfactory performance of grantee, etc.).

- EPA will not issue an RFA next year.

- Funding is generally to support two-years of technical assistance.

- The recipient's proposal may allot time and set aside funds from the two-year award for an optional third-year if needed, to obtain the required follow-up information to report on the adoption of P2 approaches by businesses they provided technical assistance/ training to under the grant.

P2 National Emphasis Areas

- National Emphasis Areas (NEAs) are program priorities for the P2 Program.

- Created to focus resources and funding to generate more impactful and measurable results.

- Help facilitate information from P2 technical assistance and/or training to businesses nationwide.

➢ Applicants are to choose **at least one** of the NEAs as the focus of their P2 grant applications.
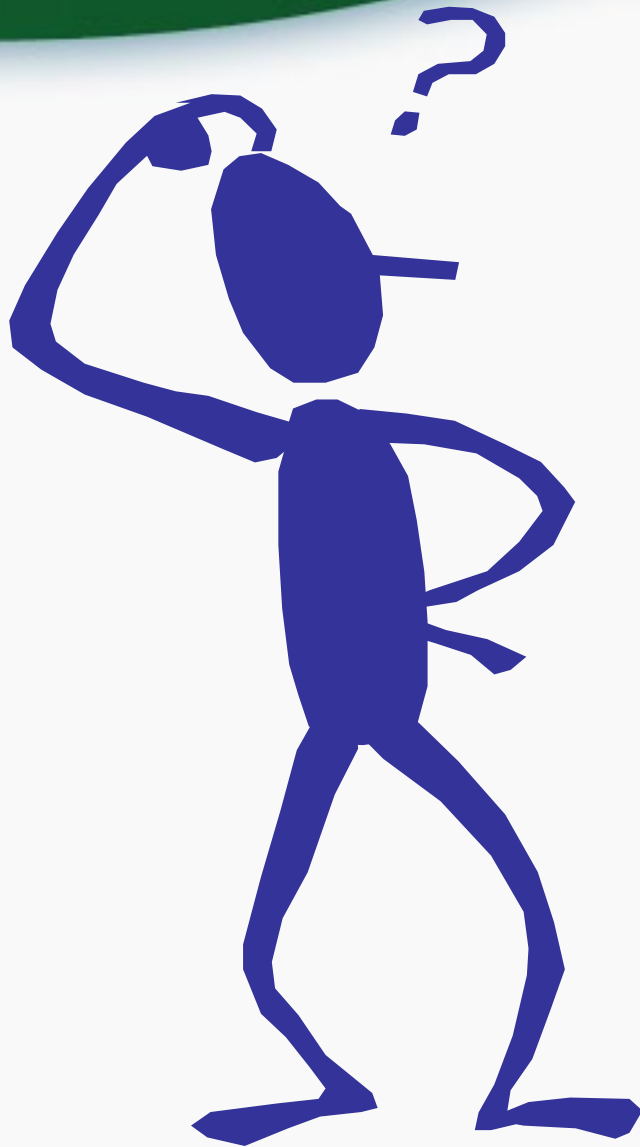
NEAs for FY 20 - 21

- NEA #1: Food and Beverage Manufacturing and Processing

- NEA #2: Chemical Manufacturing, Processing and Formulation

- NEA #3: Automotive Manufacturing and Maintenance

- NEA #4: Aerospace Product and Parts Manufacturing and Maintenance

- NEA #5: Metal Manufacturing and Fabrication

Webinar on NEAs

- We will be hosting a webinar to provide a more detailed overview of the new NEAs, project examples, and opportunity for questions.

- Tuesday, February 25 from 2:00 – 3:30 EST.

- Webinar registration link (also found in the RFA): https://attendee.gotowebinar.com/register/4696774328423521549.

Questions?

Performance Measures

- Applicants must provide a comprehensive plan for gathering and reporting on the expected environmental outputs and outcomes of proposed grant work.

- Grantees will be expected to follow up with all business facilities assisted over the course of the grant period to determine, as feasible, what P2 practices were adopted or implemented.

Performance Measures

- Outputs that P2 grant recipients are <u>required</u> to report to EPA.

  – Number of case studies and other P2 documentation products describing specific P2 best practices identified, developed or implemented through the grant.

  – Number of amplification activities that widely share P2 practices and documentation (i.e., training, webinars, roundtables, other outreach).

  – Percentage of business facilities provided technical assistance that the grantee follows up with (e.g., phone call, visit, letter or email) to determine which P2 practices were implemented (should be 100%).

  – Number of business facilities provided technical assistance.

  – Percentage of business facilities that implemented at least one new P2 practice as a result of the technical assistance provided by the grantee.

Performance Measures

- Additional outputs that P2 grant recipients <u>may</u> want to report to EPA.

  - Number of stakeholder groups involved in the process.
  - Number of technical assistance assessments or visits.
  - Number of recommendations made to business facilities.
  - Number of P2 recommendations implemented by business facilities.
  - Number of innovations and/or best practices developed.
  - Number of workshops, trainings and courses conducted .
  - Number of businesses attending workshops, trainings and courses.
  - Number of outreach materials developed (e.g., fact sheets, leaflets).
  - Types of skills and abilities achieved by training participants.

Performance Measures

- Outcomes that P2 grant recipients are <u>required</u> to report to EPA.

  - Reduction in pounds of hazardous material used and of hazardous substances, pollutants and contaminants released;

  - Reductions in gallons of water used;

  - Reductions in metric tons of carbon dioxide equivalent ($MTCO_2e$) released; and

  - The dollar savings associated with achieving reductions in hazardous material use, hazardous releases, water use, and energy use, including savings from reduced regulatory burden.

Document and Report

- Emphasis on documenting and sharing the P2 best practices with others so they can replicate the work.

- P2 Grant reporting requirements.

  - ❑ Alternative reporting options are available if technical assistance is broadly provided to businesses/ facilities (e.g., development of training courses, outreach materials, tool development, roundtables).

Case Studies

- Provide technical information on 1 or 2 specific P2 practices, so that other P2 technical assistance providers or interested businesses can learn from and replicate those practices (2-5 pages). Guidance on the elements of a P2 case study are in Appendix F.

- Required for P2 practices that are new, not widely known or adopted, or where the grantee believes detailed information on the P2 practices could benefit other business facilities or P2 technical assistance providers.

- EPA expects that each grantee will develop at least one of these case studies during the grant period.

- Case studies submitted by grantees will be used to build and share a body of knowledge about P2 practices that could be implemented at other similar business facilities.

Grant Reporting

- Grant recipients are required to submit semi-annual progress reports during the project period and a final technical report at the completion of the grant.

- A schedule for submitting the semi-annual reports will be established by the EPA region managing the grant award.

- Grant recipients will be expected to report on the outputs and outcomes of the grant, described in the Performance Measurement and Reporting Plan in **Section I.H,** and **Section VI.B.3.** of the RFA.

- Different workplans will yield and require different reporting information.
  - ❑ If P2 Recommendations were provided to a specific business/facility
  - ❑ If P2 Technical Assistance was broadly provided to multiple businesses/ facilities (e.g., P2 training courses, outreach materials, tool development, roundtables)

Grant Reporting (contd.)

- Grant recipients are encouraged to use a table and text to report facility level P2 actions and results

  – see the business facility-level reporting template examples offered in **Appendix E**.

- A Microsoft Excel template is also available from your regional office and our website to record and report the required information.

- EPA will use reported information to determine if workplan requirements are being met and to build a repository of lessons learned that can be widely shared and replicated.

Critical Elements of RFA

- DEADLINE: APPLICATIONS ARE DUE TUESDAY, MARCH 31, 2020

- THRESHOLD ELIGIBILITY CRITERIA

- EVALUATION CRITERIA

- SUBMISSION PROCESS

Threshold Eligibility Criteria

- Applications must meet the Threshold Eligibility Criteria in order to be considered for funding.

- Only applications that meet all Threshold Eligibility Criteria will be evaluated and ranked against the Evaluation Criteria described in Section V.A of the RFA.

Threshold Eligibility Criteria (contd.)

1. Applications must adhere to statutory criteria and definition of P2.

2. Preponderance of work must support P2.

3. Applications must address and support at least one of the NEAs.

4. Applications must describe how work aligns with EPA's Strategic Plan and supports expected outputs and outcomes.

5. Applications must be from eligible applicants.

Threshold Eligibility Criteria (contd.)

6. Applications must adhere to 50% match (exceptions - 5% for Tribes with PPG; match waived for insular area applicants – with applications under $200K).

7. Applications must comply with submission instructions.

8. Applications must be submitted through Grants.gov or an accepted alternative method.

9. Applications submitted late will be disqualified.

10. Applications must adhere to 14 page limit – which includes cover page and project narrative.

Grant Evaluation

What will Reviewers be looking for in the proposal narrative?

- Compliance with Threshold Eligibility Criteria and submission requirements.

- Scope of Work - Project alignment with P2 and National Emphasis Areas (NEAs).

- Compliance with Cost Share/Match Requirement.

- Clear responsiveness to Evaluation Criteria.

Tips for Preparing Applications

- Start Early.

- Line up partners committed to the work.

- Identify cash and in-kind resources needed to meet match requirement.

- Cross-check calculation of match requirement.

- Provide detailed descriptions of proposed work.

- Clearly demonstrate the threshold and evaluation criteria.

Resources

- Agency Contacts – Section VII of RFA.
- Refer to EPA's P2 Program Grants page https://www.epa.gov/p2/grant-programs-pollution-prevention:
  - ❑ Grant Guidance on FAQs
  - ❑ Grant Guidance on Measuring P2 Outputs and Outcomes.
- EPA's Office of Grants and Debarment's Recipient Training Requirements and Opportunities page:

  http://www.epa.gov/grants/recipient-training-requirements-and-opportunities.

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