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# PROJECT NARRATIVE EXAMPLE

## FY 2024 – FY 2025 Pollution Prevention Grant Program

### Funding Opportunity Number: EPA-HQ-OCSPP-OPPT-FY2024-001

**References**: All section and appendix numbers reference the EPA-HQ-OCSPP-OPPT-FY2024-001 announcement

**Introduction:** The following example is provided to assist applicants in preparing their project narrative submissions. The example provides instructions and guidance in italicized text that should be removed from the final application. While the use of this example narrative format is optional, utilizing it will help applicants ensure that all the required components of the project narrative are addressed, and the project proposal aligns with threshold and merit evaluation criteria. Use of this optional format may also help EPA more expediently review and score grant applications.

Eligible applications will be evaluated and scored based on the applicant’s project narrative, which consists of three components listed under Section IV.C.1.g.

1. **Cover page**: Including grant name and funding opportunity number, applicant type, NEA supported by the project, location the work will be performed, funding requested, SAM registration date, applicant contact information, a project summary, and if there are any named contractors, consultants and/or subrecipients;
2. **Demonstration of the following threshold criteria:** Statutory criteria, eligibility, cost-share match (if applicable), support of NEAs, and link to EPA strategic plan for P2 (Section III.E.3.); and
3. **Responses to all merit evaluation criteria (Section V.A).**

**Preparing the Narrative Submission**

**Text formatting and page limits**: The project narrative must not exceed **15** single-spaced pages with a minimum font size of 11.5. Any pages submitted in excess of the page limit will not be reviewed. **All** information requested below will count toward the 15-page limit **except** the itemized budget if submitted as a separate attachment. The example narrative format provided below is encouraged, but not required, for the project narrative. This format is also available as an editable Microsoft Word document on the EPA P2 Grant website.

**File Type:** Applicants are strongly encouraged to submit their mandatory forms, project narrative, and cover page as .pdf document files.

**Narrative Example**

**Cover Page: Applicant & Proposal Information:** *To assist in the review of applications, applicants are advised to complete the following chart with proposed grant details, removing the italicized text:*

|  |  |  |
| --- | --- | --- |
| **Applicant and Proposal Information** | | |
| **Applicant Name:** New Hampshire Department of Environmental Services  **Grant Name:** FY 2024 – FY 2025 Pollution Prevention Grant Program  **Funding Opportunity Number:** EPA-HQ-OCSPP-OPPT-FY2024-001 | | |
| Eligible Applicant Type: | *Example: State, state entity, federally recognized tribe etc. [Note: See Section III.A for a full list of eligible entities]* | |
| State(s) or tribe(s) where the work will be performed | *Example: New Hampshire* | |
| EPA Funding Requested: | *Example: $300,000* | |
| Match Requirement: | *50%*  *Note: Federally recognized Tribes and intertribal consortia that receive a P2 grant award and place the approved workplan into a performance partnership agreement will have their cost share/match requirement reduced from fifty percent to zero.* | |
| System for Award Management (SAM) registration date: | *MM/DD/YYYY* | |
| Optional: If a contractor (including consultant) and/or subrecipient is named, state where and when the Request for Proposals/Request for Qualifications were posted and describe how the proposed financial transaction complies with the applicable requirements in Section I.H**.** | *MM/DD/YYYY, posting location, and description of meeting requirements.* | |
| **Primary Contact** | **Administrative Contact** (if applicable) | |
| *Jane Doe*  *Pollution Prevention Program New Hampshire DES*  *29 Hazen Drive*  *Concord, NH 03302*  *Tel: 222-222-2222*  *Email:* [*jane.doe@state.nh.us*](mailto:jane.doe@state.nh.us) | *John Doe*  *NH DES Grants Office New Hampshire DES 29 Hazen Drive*  *Concord, NH 03302*  *Tel: 222-222-2222*  *Email:* [*john.doe@state.nh.us*](mailto:john.doe@state.nh.us) | |
| Explain how your project is linked to the FY 2022-2026 EPA Strategic Plan Goal 7: Ensure Safety of Chemicals for People and the Environment, Objective 7.2: Promote Pollution Prevention | *Example of how your project is linked to the EPA Strategic Goal 7 and 7.2.* | |
| **Project Summary - fewer than 900 characters** | |
| *This summary should include a brief description of the applicant’s proposed approaches for providing P2 technical assistance to businesses, and how the proposed work will improve human health and the environment in disadvantaged communities. Please note that funding request and a project summary that fully describes the project will be used in public-facing communications on the EPA website. For example:*   * *[Applicant’s name] proposed project will provide technical assistance to \_\_\_\_\_\_\_\_\_\_\_\_\_ [name the business sector/facilities] to [name the pollution prevention activity]. Technical assistance will include \_\_\_\_\_\_\_ [name the technical assistance activities: technical assistance can include information, training or tools]. The proposed project will improve human health and the environment in disadvantaged communities by [environmental objective] in [name identified disadvantaged communities].* | |

**Merit Evaluation Criteria**

*To assist in the review of applications, applicants are encouraged, but not required, to organize their Project Narrative using the example below to help describe how their work will address the merit evaluation criteria. Please see Section V.A**of the FY 2024 – FY 2025 Pollution Prevention Grant Program grant announcement, EPA-HQ-OCSPP-OPPT-FY2024-001, for the merit evaluation criteria descriptions.*

*Applicants that do not use the sample format provided below will not be penalized when EPA evaluates their applications. Applicants that use a different format are encouraged to include the identical headers in the same sequence, thereby identifying the criteria being addressed (For example, Criteria 1a. Description of Proposed Project and Technical Assistance Approach).* ***Applicants that choose to use the formatting provided below should remove the italicized text prior to submitting their application. Note:*** *Applicants can expand the response areas below where they need to include more content.*

|  |
| --- |
| **Criteria 1: Strategy and Approach** |
| **1a. Strategy and Approach: Description of Proposed Project and Technical Assistance Approach (6 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **1b. Strategy and Approach: Feasibility of the Approach (7 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **1c. Strategy and Approach: Support of P2 National Emphasis Areas (NEAs) (6 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **1d. Strategy and Approach: Environmental and/or Human Health Concern (9 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **1e. Strategy and Approach: Toxics Use Reduction (3 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **1f. Strategy and Approach: Innovation of the P2 Technical Assistance Approach (3 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |

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| **Criteria 2: Addressing Environmental Justice Concerns in Disadvantaged Communities** | | |
| **2. Addressing Environmental Justice Concerns in Disadvantaged Communities (5 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* | | |
| **Criteria 3: Partnerships** | | |
| **3. Partnerships (5 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* | | |
| **Criteria 4: Amplification of P2 Best Practices** | | |
| **4. Amplification of P2 Best Practices (7 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* | | |
| **Criteria 5: Environmental Results, Measurement, & Reporting** | | |
| **5a. Environmental Results, Measurement, & Reporting: Reporting Plan (14 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* | | |
| **5b. Environmental Results, Measurement, & Reporting: Documenting P2 Best Practices (7 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* | | |
| **Criteria 6: Programmatic Capability & Environmental Results Past Performance Criteria** | | |
| **6a. Programmatic Capability & Environmental Results Past Performance Criteria: Project Completion (3 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* | | |
| **6b. Programmatic Capability & Environmental Results Past Performance Criteria: Reporting History (3 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* | | |
| **6c. Programmatic Capability & Environmental Results Past Performance Criteria: Description of Organizational and Staff Experience (5 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* | | |
| **Criteria 7: Timeline** | | |
| **7a. Timeline: Milestone Schedule (7 Points)** | | |
| *Please provide a timeline that meets this criterion as described in Section V.A.*  *Applicants are encouraged, but not required, to use the timeline example table provided below. If used, please replace the italicized example text with the relevant information for your proposal’s activities. Note that the timeline counts toward the narrative page limit.* | | |
| **Task Description** | **Start-Complete Dates** | **Milestone Marker** |
| *Develop Sustainable Breweries program criteria/guidelines, workbook/list, certificate* | *10/22-6/23* | *Materials finalized, program launch event with CT Guild* |
| *Recruit applicants for program through assistance, verify P2 actions, continued promotion* | *6/23 –9/24* | *5 or more P2 actions implemented, measurable outcomes* |
| *Identify facilities for onsite assistance (energy, wastewater), coordinate w utilities, vendors* | *11/22 –7/24* | *2 –4 business receiving assistance, 1 or more P2 recommendations implemented, measurable results* |
| *Develop criteria, promote to breweries (EJ community target)* | *12/22 –2/24* | *1 –3 host brewery sites in EJ area, reaching 1 – 5 breweries, measurable pollutant reductions* |
| **Criteria 8: Budget** | | |
| **8a. Budget: Budget Description (5 points)** | | |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* | | |
| **8b. Budget: Itemized Budget (5 points)** | | |
| *The itemized budget should meet this criterion as described in Section V.A.*  ***Note that the itemized budget may be submitted as a separate .pdf document rather than included here. If the itemized budget is submitted as a separate document to Grants.gov, it will not be counted toward the Project Narrative 15-page limit****. Whether using the example budget table in Appendix F, or another format, the information provided should be broken out by budget category. Further information on the itemized budget and an example budget table can be found in Appendix F.*  *Note: The budget table provided as part of the applicant’s proposal is separate from and is meant to supplement information provided on* ***SF-424A, Budget Information – Non-Construction Programs. This form is noted in Section IV.C.1.*** | | |

**ADDITIONAL COMMENTS**

*Use the remaining space to provide any additional comments or information on your application that has not been addressed above.*

# PROJECT NARRATIVE EXAMPLE

## FY 2024 – FY 2025 Pollution Prevention Grant Program Funded by the Bipartisan Infrastructure Law

### Funding Opportunity Number: EPA-I-HQ-OCSPP-OPPT-FY2024-002

**References**: All section and appendix numbers reference the EPA-I-HQ-OCSPP-OPPT-FY2024-002 announcement

**Introduction:** The following example is provided to assist applicants in preparing their project narrative submissions. The example provides instructions and guidance in italicized text that should be removed from the final application. While the use of this example narrative format is optional, utilizing it will help applicants ensure that all the required components of the project narrative are addressed, and the project proposal aligns with threshold and merit evaluation criteria. Use of this optional format may also help EPA more expediently review and score grant applications.

Eligible applications will be evaluated and scored based on the applicant’s project narrative, which consists of three components listed under [Sectio](#_bookmark64)n IV.D.1.g.

1. **Cover page:** Including grant name and funding opportunity number, applicant type, NEA supported by the project, location the work will be performed, funding requested, SAM registration date, applicant contact information, a project summary, and if there are any named contractors, consultants and/or subrecipients;
2. **Demonstration of the following threshold criteria:** Statutory criteria, eligibility, support of NEAs, and link to EPA strategic plan for P2 (Section III.D); and
3. **Responses to all merit evaluation criteria** (Section V.A).

**Preparing the Narrative Submission**

**Text formatting and page limits:** The project narrative must not exceed **15** single-spaced pages with a minimum font size of 11.5. Any pages submitted in excess of the page limit will not be reviewed. **All** information requested below will count toward the 15-page limit **except** the itemized budget if submitted as a separate attachment. The example narrative format provided below is encouraged, but not required, for the project narrative. This format is also available as an editable Microsoft Word document on the EPA P2 Grant website.

**File Type:** Applicants are strongly encouraged, but not required, to submit their mandatory forms, project narrative, and cover page as .pdf document files.

**Narrative Example**

**Cover Page: Applicant & Proposal Information:** *To assist in the review of applications, applicants are advised to complete the following chart with proposed grant details, removing the italicized text:*

|  |  |
| --- | --- |
| **Applicant and Proposal Information** | |
| **Applicant Name:** New Hampshire Department of Environmental Services  **Grant Name:** FY 2024 – FY 2025 Pollution Prevention Grant Program Funded by the Bipartisan Infrastructure Law  **Funding Opportunity Number:** EPA-I-HQ-OCSPP-OPPT-FY2024-002 | |
| Eligible Applicant Type: | *Example: State, state entity, federally recognized tribe etc. [Note: See Section III.A for a full list of eligible entities]* |
| State(s) or tribe(s) where the work will be performed | *Example: New Hampshire* |
| EPA Funding Requested: | *Example: $300,000* |
| System for Award Management (SAM) registration date: | *MM/DD/YYYY* |
| Optional: If a contractor (including consultant) and/or subrecipient is named, state where and when the Request for Proposals/Request for Qualifications were posted and describe how the proposed financial transaction complies with the  applicable requirements in Section I.H. | *MM/DD/YYYY, posting location, and description of meeting requirements.* |
| **Primary Contact** | **Administrative Contact** (if applicable) |
| *Jane Doe*  *Pollution Prevention Program New Hampshire DES*  *29 Hazen Drive*  *Concord, NH 03302*  *Tel: 222-222-2222*  *Email:* [*jane.doe@state.nh.us*](mailto:jane.doe@state.nh.us) | *John Doe*  *NH DES Grants Office New Hampshire DES 29 Hazen Drive*  *Concord, NH 03302*  *Tel: 222-222-2222*  *Email:* [*john.doe@state.nh.us*](mailto:john.doe@state.nh.us) |
| Explain how your project is linked to the FY 2022-2026 EPA Strategic Plan Goal 7: Ensure Safety of Chemicals for People and the Environment, Objective 7.2: Promote Pollution Prevention | *Example of how your project is linked to the EPA Strategic Goal 7 and 7.2.* |

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| **Project Summary - fewer than 900 characters** |
| *This summary should include a brief description of the applicant’s proposed approaches for providing P2 technical assistance to businesses, and how the proposed work will improve human health and the environment in disadvantaged communities. Please note that funding request and a project summary that fully describes the project will be used in public-facing communications on the EPA website. For example:*   * *[Applicant’s name] proposed project will provide technical assistance to [name the business sector/facilities] to [name the pollution prevention activity]. Technical assistance will include [name the technical assistance activities: technical assistance can include information, training or tools]. The proposed project will improve human health and the environment in disadvantaged communities by [environmental objective] in [name identified disadvantaged communities].* |

**Merit Evaluation Criteria**

*To assist in the review of applications, applicants are encouraged, but not required, to organize their Project Narrative using the example below to help describe how their work will address the merit evaluation criteria. Please see Section V.A of the FY 2024 – FY 2025 Pollution Prevention Grant Program Funded by the Bipartisan Infrastructure Law grant announcement, EPA-I-HQ-OCSPP-OPPT-FY2024-002, for the merit evaluation criteria descriptions.*

*Applicants that do not use the sample format provided below will not be penalized when EPA evaluates their applications. Applicants that use a different format are encouraged to include the identical headers in the same sequence, thereby identifying the criteria being addressed (For example, Criteria 1a. Description of Proposed Project and Technical Assistance Approach).*

***Applicants that choose to use the formatting provided below should remove the italicized text prior to submitting their application. Note:*** *Applicants can expand the response areas below where they need to include more content.*

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| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **Criteria 2: Addressing Environmental Justice Concerns in Disadvantaged Communities** |
| **2. Addressing Environmental Justice Concerns in Disadvantaged Communities (5 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **Criteria 3: Partnerships** |
| **3. Partnerships (5 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **Criteria 4: Amplification of P2 Best Practices** |
| **4. Amplification of P2 Best Practices (7 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |

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| **Criteria 5: Environmental Results, Measurement, & Reporting** |
| **5a. Environmental Results, Measurement, & Reporting: Reporting Plan (14 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **5b. Environmental Results, Measurement, & Reporting: Documenting P2 Best Practices (7 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **Criteria 6: Programmatic Capability & Environmental Results Past Performance Criteria** |
| **6a. Programmatic Capability & Environmental Results Past Performance Criteria: Project Completion (3 Points)** |
| *Please describe how the proposed project meets this criterion as described in Section V.A.* |
| **6b. Programmatic Capability & Environmental Results Past Performance Criteria: Reporting History (3 Points)** |
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| *Recruit applicants for program through assistance, verify P2 actions, continued promotion* | *6/23 –9/24* | *5 or more P2 actions implemented, measurable outcomes* |
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**ADDITIONAL COMMENTS**

*Use the remaining space to provide any additional comments or information on your application that has not been addressed above.*