**PROJECT NARRATIVE EXAMPLE**

**Grant Name:** FY 2023 – FY 2024 Pollution Prevention Grants: Environmental Justice Through Safer and More Sustainable Products

**Funding Opportunity Number:** EPA-I-OCSPP-OPPT-FY2023-002

**References**: All section and appendix numbers reference the EPA-I-OCSPP-OPPT-FY2023-002 announcement.

**Introduction:**  The following example is provided to support 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 is optional, it will help applicants assure 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 format will also help EPA efficiently 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.D.3.f.**](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf):

1**) Cover page**: Including grant name and funding opportunity number, applicant type, location the work will be performed, funding requested, SAM registration date, applicant contact information and a project summary;

2) **Demonstration of the following threshold criteria:** Statutory criteria; safer and more sustainable products; improve human health and the environment for disadvantaged communities and link to EPA strategic plan for P2 ([**Section III.D**](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf).); and

3) **Responses to all merit evaluation criteria (**[**Section V.A**](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf)**.)**.

**Preparing the Narrative Submission**

**Text formatting and page limits**: The project narrative cannot 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 budget table, which should be submitted as a separate attachment. The example provided below is the recommended format for the project narrative. This format is also available as an editable Microsoft Word document on the [EPA P2 Grant website](https://www.epa.gov/p2/grant-programs-pollution-prevention).

**File Type:** Applicants are strongly encouraged to combine their mandatory forms, project narrative, and cover page into one (1) Adobe .pdf document file. Rename and save the file as “[Organization] Project Narrative”. Upload the one (1) Adobe .pdf file to the “Project Narrative Attachment” form in Grants.gov. **The budget table should be uploaded as a separate document and will not count toward the 15-page project narrative limit. See the application submission guidance in** [**Appendix E**](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) **for more details**.

**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 2023 – FY 2024 Pollution Prevention Grants: Environmental Justice Through Safer and More Sustainable Products  **Funding Opportunity Number:** EPA-I-OCSPP-OPPT-FY2022-002 | |
| Eligible Applicant Type: | *Example: State, state entity, federally recognized tribe etc. [Note: See –* [*Section III.A*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf)*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* |
| **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* *by increasing the supply, demand and/or use of safer and more sustainable products.* |

**Merit Evaluation Criteria**

*To assist in the review of applications, applicants are encouraged 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***](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) *of the FY 2023 – FY 2024 Pollution Prevention Grants: Environmental Justice Through Safer and More Sustainable Products grant announcement, A-I-OCSPP-OPPT-FY2023-002,**for the merit evaluation criteria descriptions.*

*Applicants that do not use the format below will not be penalized. 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 (11 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **1b. Strategy and Approach: Environmental and/or Human Health Concern (6 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **1c. Strategy and Approach: Effectiveness and Efficiency of the P2 Technical Assistance Approach (11 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **1d. Strategy and Approach: Identifying Businesses and Products Impacting Disadvantaged Communities (10 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **1e. Strategy and Approach: Engagement of Disadvantaged Communities (3 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **1f. Strategy and Approach: Leveraging Expertise and Resources through Partnerships (4 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **1g. Strategy and Approach: Documenting P2 Best Practices (9 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **1h. Strategy and Approach: Amplifying P2 Best Practices (8 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **Criteria 2: Environmental Results, Measurement & Reporting** | | |
| **2. Environmental Results, Measurement & Reporting (14 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in [Section V.A.](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf)* | | |
| **Criteria 3: Programmatic Capability & Environmental Results Past Performance Criteria** | | |
| **3a. Programmatic Capability & Environmental Results Past Performance Criteria: Past Performance- Project Completion (3 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **3b. Programmatic Capability & Environmental Results Past Performance Criteria: Past Performance – Reporting History (3 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **3c. Programmatic Capability & Environmental Results Past Performance Criteria: Organizational Experience and Plan (3 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **3d. Programmatic Capability & Environmental Results Past Performance Criteria: Staff (6 Points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf) | | |
| **Criteria 4: Timeline** | | |
| **4a. Timeline: Milestone Schedule (3 Points)** | | |
| *Please provide a timeline that meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf)  *Applicants are encouraged 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.* | | |
| **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 5: Budget** | | |
| **5a. Budget: Budget Description (3 points)** | | |
| *Please describe how the proposed project meets this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf)  *Include your responses here and not in the budget table attachment.* | | |
| **5b. Budget: Budget Table (3 points)** | | |
| *The table should meet this criterion as described in* [*Section V.A.*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf)  ***The budget table should be submitted as a separate attachment, where it will not be counted toward the 15-page limit.*** *Whether using the example budget table, or another format, the information provided should be broken out by budget category. For further information on filling out this section, refer to the budget categories and example table shared in* [*Appendix D*](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf)*.*  [ATTACH BUDGET TABLE SEPARATELY, SEE EXAMPLE IN [**APPENDIX D**](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf)]  *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.D.1***](https://www.epa.gov/system/files/documents/2023-02/p2ejgrantproducts_fy23-24_rfa.pdf)***.*** | | |

**ADDITIONAL COMMENTS**

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