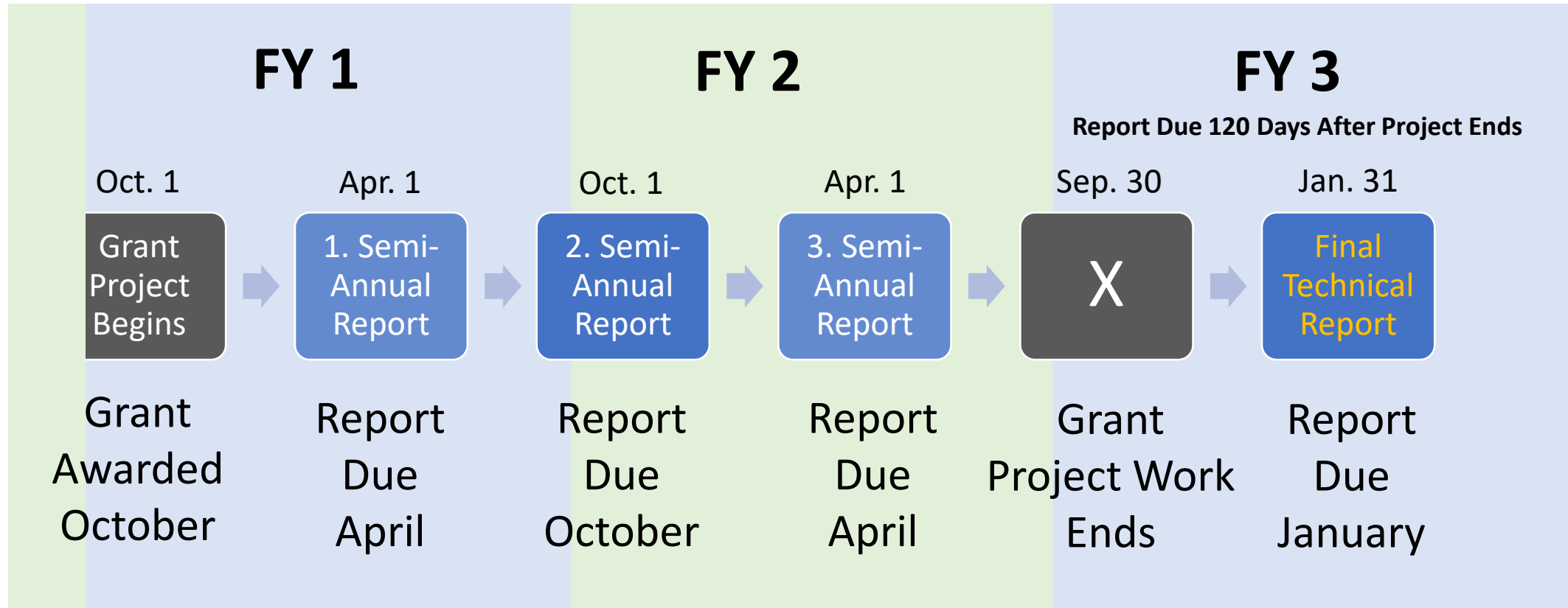


P2 Grant Reporting Refresher

Rob Guillemin
EPA Region 1
March 28, 2023

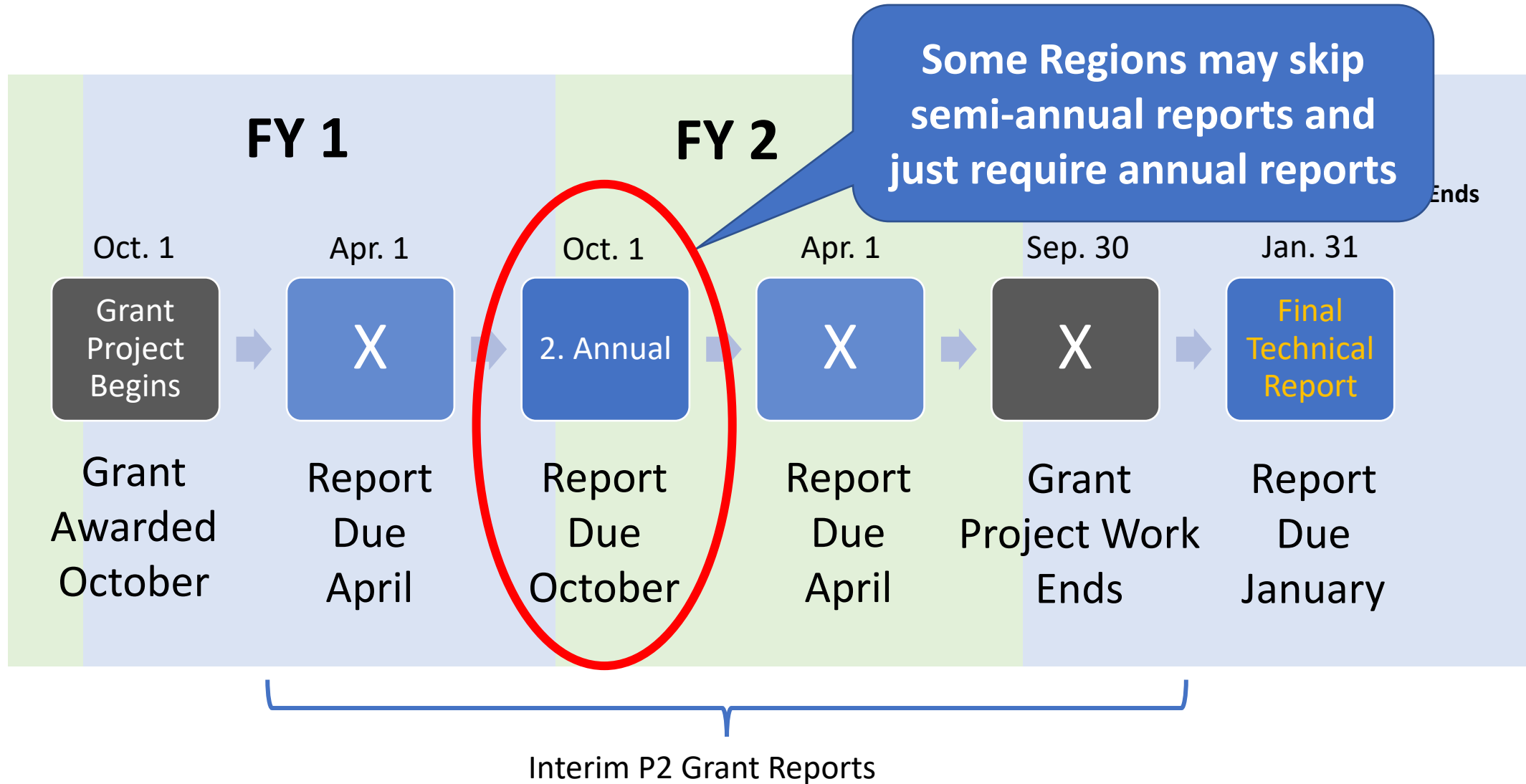
Review of the Semi-Annual P2 Report
Narrative Report + P2 Reporting Template

Sample 2-Year Reporting Timeline (Fed. Fiscal Years)



Interim P2 Grant Reports

Sample 2-Year Reporting Timeline (Fed. Fiscal Years)



Interim P2 Report Consists of Three Parts



1) Report Narrative (Semi-Annual or Final)

Describes grant activities and provides key information to help manage and report on the grant project.

2) Reporting Template (Attachment)

Spreadsheet that collects facility-level P2 recommendations, results, and related information.

3) Grant Deliverables (Attachment)

Grant products (such as case studies, fact sheets, guidance documents, and training videos) that can be shared with the P2 community

Interim P2 Report Consists of Three Parts



1) Report Narrative (Semi-Annual or Final)

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2) Reporting Template (Attachment)

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3) Grant Deliverables (Attachment)

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Narrative Report Format

1) Cover Page

- Grant Recipient Name
- Grant Name, Number, Award Date, and Award Amount
- Grantee Contact Name, Phone and Email
- EPA Technical Contact Name, Phone and Email
- Short Project Description

2) Status of Projects and Tasks

- Create a table based on grant's workplan with updates per task
- Create a summary of key accomplishments per project

3) Summary of Output and Outcome Measures

- Output measures include the number of business reached, number trainings, number of case studies in the T&C
- Outcomes measures include pounds of pollution prevented, gallons of water saved, MTCO₂e avoided and dollars saved

4) Financial Status

- Provide total grant expenditure to date

5) Key Programmatic Changes or Need for Assistance



- Example: Need for no-cost budget or time amendment
- Example: Difficulty working with partners or accomplishing tasks
- Example: Personnel changes

P2 Reporting Template

Explanation and Tips for Completing
P2 Reporting Templates

Grants with FY22-23 Funding



EPA is providing two reporting templates in Excel. The appropriate spreadsheet file to use will depend on the project type:

-  [Template 1 \(xlsx\)](#) (472.79 KB, 2022) may be used for reporting on grant projects where P2 technical assistance is provided directly to a specific business facility.
-  [Template 2 \(xlsx\)](#) (432.98 KB, 2022) is for reporting on grant projects that involve green certification or leadership programs or for a grant project that broadly provides P2 technical assistance to multiple facilities at the same time, such as a training, outreach, or roundtable project.

<https://www.epa.gov/p2/grant-reporting#fy2223>

Grants with FY22-23 Funding



EPA is providing two reporting templates in Excel. The appropriate spreadsheet file to use will depend on the project type:

-  [Template 1 \(xlsx\)](#) (472.79 KB, 2022) may be used for reporting on grant projects where P2 technical assistance is provided directly to a specific business facility.
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<https://www.epa.gov/p2/grant-reporting#fy2223>

Grants with FY22-23 Funding

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<https://www.epa.gov/p2/grant-reporting#fy2223>

Tab 1: “Getting Started”

FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities

Welcome

This Excel file is one of two template files offered by EPA to recipients of Pollution Prevention (P2) Grants. Each file is called a workbook, containing a set of spreadsheets (worksheets) for entering your data. Using these workbooks will allow you to track and report all required outcome elements, automatically tabulate many of your required outputs, and update and resubmit the file for sequential annual reporting. Using these workbooks will also allow EPA to easily import this information into a P2 Grants Database which helps EPA aggregate P2 grant performance information across the country. This database will also be available to all P2 grantees so you can search and find what P2 actions are being recommended and implemented by others.

See <https://www.epa.gov/p2/grant-reporting>

How to Choose Among the Template Workbooks

Choose from among the template workbooks according to the type of grant project (activity category) you are reporting on:

Template 1: For a grant project providing P2 technical assistance recommendations to individual facilities.
Template 2: For a grant project supporting a green certification program or a leadership program or providing P2 technical assistance to broad audiences (training webinars, roundtables, etc.).

NOTE: Always use a separate workbook for each type of project. If you enter facilities from two projects in a single workbook, the workbook cannot aggregate results by project.

Getting Started in the Template 1 Workbook:

If you have a grant project providing technical P2 recommendations to individual facilities, Template 1 is the right format for your needs.

Number your grant projects with your project officer. You and your EPA grant project officer should work together to number the projects under your grant. The project number is the grant number preceded by a P1-, or a P2-, and so on. For example, if a grant “XYZ1234” has two projects, one project will be P1-XYZ1234 and the other will be P2-XYZ1234. Project numbers help readily identify projects.

Start a new workbook file using Template 1. Enter your assigned grant project number in the Grant Project Data tab. You will see the grant project number then auto-populated in the Facility tabs. As you go about your data entry, **PLEASE DO NOT MODIFY THE WORKBOOK FEATURES OR FUNCTIONS.** Any modification will interfere with EPA’s ability to import this file into a grant reporting database used for calculating national P2 performance measures and sharing information with P2 technical assistance providers on P2 actions recommended and implemented. When you save the file, include the grant project number in the name of the file.

Getting Started

Grant Project Data

Aggregate Results

Sample Facility

Facility 1

Facility 2

Facility 3

Tab 1: “Getting Started” Tab (Review of All Tabs)

FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities

Welcome	<p>This Excel file is one of two template files offered by EPA to recipients of Pollution Prevention (P2) Grants. Each file is called a workbook, containing a set of spreadsheets (worksheets) for entering your data. Using these workbooks will allow you to track and report all required outcome elements, automatically tabulate many of your required outputs, and update and resubmit the file for sequential annual reporting. Using these workbooks will also allow EPA to easily import this information into a P2 Grants Database which helps EPA aggregate P2 grant performance information across the country. This database will also be available to all P2 grantees so you can search and find what P2 actions are being recommended and implemented by others.</p> <p>See https://www.epa.gov/p2/grant-reporting</p>
How to Choose Among the Template Workbooks	<p>Choose from among the template workbooks according to the type of grant project (activity category) you are reporting on:</p> <p>Template 1: For a grant project providing P2 technical assistance recommendations to individual facilities.</p> <p>Template 2: For a grant project supporting a green certification program or a leadership program or providing P2 technical assistance to broad audiences (training webinars, roundtables, etc.).</p> <p>NOTE: Always use a separate workbook for each type of project. If you enter facilities from two projects in a single workbook, the workbook cannot aggregate results by project.</p>
Getting Started in the Template 1 Workbook:	<p>If you have a grant project providing technical P2 recommendations to individual facilities, Template 1 is the right format for your needs.</p> <p>Number your grant projects with your project officer. You and your EPA grant project officer should work together to number the projects under your grant. The project number is the grant number preceded by a P1-, or a P2-, and so on. For example, if a grant “XYZ1234” has two projects, one project will be P1-XYZ1234 and the other will be P2-XYZ1234. Project numbers help readily identify projects.</p> <p>Start a new workbook file using Template 1. Enter your assigned grant project number in the Grant Project Data tab. You will see the grant project number then auto-populated in the Facility tabs. As you go about your data entry, PLEASE DO NOT MODIFY THE WORKBOOK FEATURES OR FUNCTIONS. Any modification will interfere with EPA’s ability to import this file into a grant reporting database used for calculating national P2 performance measures and reporting on P2 technical assistance providers on P2 actions recommended and implemented. When you save the file, include the grant project number in the name of the file.</p>

1 Getting Started 2 Grant Project Data 3 Aggregate Results 4 Sample Facility 5 Facility 1 Facility 2 Facility 3

Tab 1. "Getting Started" Tab (Review of All Tabs)

1. "Getting Started" tab offers useful information

2. "Grant Project Data" tab **requires data input** about the grant

3. "Aggregate Results" tab provides a summary of P2 results for all projects

4. "Sample Facility" tab shows an example of a completed Facility worksheet

5. "Facility 1-50" tabs **requires data input.** One facility per tab.

1

2

3

4

5

Getting Started

Grant Project Data

Aggregate Results

Sample Facility

Facility 1

Facility 2

Facility 3

Tab 1. "Getting Started"

FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities	
Welcome	This Excel file is one of two template files offered by EPA to recipients of Pollution Prevention (P2) Grants. Each file is called a workbook, containing a set of spreadsheets (worksheets) for entering your data. Using these workbooks will allow you to track and report all required outcome elements, automatically tabulate many of your required outputs, and update and resubmit the file for sequential annual reporting. Using these workbooks will also allow EPA to easily import this information into a P2 Grants Database which helps EPA aggregate P2 grant performance information across the country. This database will also be available to all P2 grantees so you can search and find what P2 actions are being recommended and implemented by others. See https://www.epa.gov/p2/grant-reporting
How to Choose Among the Template Workbooks	Choose from among the template workbooks according to the type of grant project (activity category) you are reporting on: Template 1: For a grant project providing P2 technical assistance recommendations to individual facilities. Template 2: For a grant project supporting a green certification program or a leadership program or providing P2 technical assistance to broad audiences (training webinars, roundtables, etc.). NOTE: Always use a separate workbook for each type of project. If you enter facilities from two projects in a single workbook, the workbook cannot aggregate results by project.
Getting Started in the Template 1 Workbook:	If you have a grant project providing technical P2 recommendations to individual facilities, Template 1 is the right format for your needs. Number your grant projects with your project officer. You and your EPA grant project officer should work together to number the projects under your grant. The project number is the grant number preceded by a P1-, or a P2-, and so on. For example, if a grant "XYZ1234" has two projects, one project will be P1-XYZ1234 and the other will be P2-XYZ1234. Project numbers help readily identify projects. Start a new workbook file using Template 1. Enter your assigned grant project number in the Grant Project Data tab. You will see the grant project number then auto-populated in the Facility tabs. As you go about your data entry, PLEASE DO NOT MODIFY THE WORKBOOK FEATURES OR FUNCTIONS. Any modification will interfere with EPA's ability to import this file into a grant reporting database used for calculating national P2 performance measures and sharing information with P2 technical assistance providers on P2 actions recommended and implemented. When you save the file, include the grant project number in the name of the file. Overview of workbook functionality: Use the tabs below from left to right. Full instructions appear in each tab. The Grant Project Data Tab combines data entry and an automatic list. On top is the data entry area for grant administration data. Below that is an auto-generated tracking list that will pull in facility names you've entered in numbered facility tabs and place them next to the correct numbered facility tabs. The Aggregate Results Tab is an auto-calculator that aggregates results automatically from data entered in numbered facility tabs. The Sample Facility Tab shows a facility tab filled in sufficiently to serve as an example. The Numbered Facility Tabs are for data entry of facility-level data, one facility per numbered tab. While entry of a facility name is optional, it is handy to provide one because the Grant Project Data Tab can pull it and associate it with the correctly numbered tab. This list associating numbered tabs to facility names will help you later when you need to find the correct tab for a given facility to update the status of follow-up, implementation, or completion. EPA's P2 calculators are designed to help you measure environmental and economic outcomes from pollution prevention activities. For help with calculating Metric Tons of Carbon Dioxide Equivalent (MTCO₂e), the required reporting unit for reductions in CO ₂ and related greenhouse gases, please use the EPA P2 Greenhouse Gas Calculator. The calculator allows you to calculate your GHG reductions from electricity management, energy substitution (green energy), stationary sources, mobile sources, reduced water use, reduced chemical use, chemical substitution, and solvent remanufacturing. The calculator will also provide associated cost savings for the first five listed above (electricity management, green energy, stationary and mobile sources, and reduced water use). For help with calculating cost savings, please use the P2 Cost Savings Calculator. This calculator estimates the annual net cost savings realized from avoided fees and expenses associated with buying fewer hazardous inputs, shipping less hazardous waste, emitting fewer regulated air emissions, using less water, sending less wastewater through pre-treatment and treatment works, and buying less fuel and energy. The cost differences of buying greener materials, fuel and energy is also calculated. Users can use the tool to estimate prospective cost savings. To calculate pounds of pollution that facilities reduce, either use the facility's permit methodology or multiply gallons by 8.35 to get pounds and divide by 10,000 to eliminate water content. For help with calculating pounds of hazardous materials to pounds of hazardous

Welcome: <https://www.epa.gov/p2/grant-reporting>

How to Choose Among the Template Workbooks

Template 1: For a grant project providing P2 technical assistance recommendations to individual facilities.

Template 2: For a grant project supporting a green certification program or a leadership program or providing a P2 technical assistance to broad audiences (training webinars, roundtables, etc.)

Getting started in the Template 1 Workbook

File Names: Name your projects (and files) with your project officer for clarity.

Protected Workbook: Do not modify workbook features or functions, such as adding a Facility 51 worksheet. Modifications will disrupt EPA's ability to compile data.

Calculating Outcomes in the Facility Tabs

Visit [EPA P2 Calculators](#) to calculate MTCO₂e and P2 cost savings.

1

Getting Started

Grant Project Data

Aggregate Results

Sample Facility

Facility 1

Facility 2

Facility 3

Tab 2. "Grant Project Data" Tab

2	FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities	
3	P2 Grant Project Data	
4		
5	How to Use This Tab:	<ol style="list-style-type: none">1. Fill in Rows 7 - 16. Rows 7 and 8 will be used to populate rows 7 and 8 in the Facility tabs.2. The tracking list starting in Row 20 is automatically populated as you enter facility names in numbered facility tabs. This list will help you later when you need to find the facility to return to for updating the status of follow-up, implementation, and results achieved.
6		
7	Grant Recipient:	New Hampshire DES
8	Grant Project Number:	NP 00A00934
9	Grant Award Date:	10/1/2022
10	Grantee Contact Name:	Kathy Black
11	Grantee Contact Phone Number:	(603) 271-6398
12	Grantee Contact E-mail:	kathryn.L.Black@des.nh.gov
13	EPA Region:	Region 1
14	EPA Technical Contact Name:	Rob Guillemin
15	EPA Technical Contact Phone Number:	617-918-1814
16	EPA Technical Contact Email:	guillemin.robert@epa.gov
17		
18		
19	Facility Names on Facility Tabs <i>(populated automatically)</i>	
20	Facility 1:	Facility Alpha
21	Facility 2:	Facility Beta
22	Facility 3:	Facility Gamma
23	Facility 4:	Facility Delta
24	Facility 5:	Facility Epsilon

Navigation tabs: Getting Started, **Grant Project Data**, Aggregate Results, Sample Facility, Facility 1, Facility 2, Fa ...

Tab 2. "Grant Project Data"

2	FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities	
3	P2 Grant Project Data	
4		
5	How to Use This Tab:	<ol style="list-style-type: none">1. Fill in Rows 7 - 16. Rows 7 and 8 will be used to enter the grant recipient and grant project number.2. The tracking list starting in Row 20 is automatically populated with facility names. This list will help you later when you need to enter facility information for implementation, and results achieved.
6		
7	Grant Recipient:	New Hampshire DES
8	Grant Project Number:	NP 00A00934
9	Grant Award Date:	10/1/2022
10	Grantee Contact Name:	Kathy Black
11	Grantee Contact Phone Number:	(603) 271-6398
12	Grantee Contact E-mail:	kathryn.L.Black@des.nh.gov
13	EPA Region:	Region 1
14	EPA Technical Contact Name:	Rob Guillemain
15	EPA Technical Contact Phone Number:	617-918-1814
16	EPA Technical Contact Email:	guillemain.robert@epa.gov
17		
18		
19	Facility Names on Facility Tabs <i>(populated automatically)</i>	
20	Facility 1:	Facility Alpha
21	Facility 2:	Facility Beta
22	Facility 3:	Facility Gamma
23	Facility 4:	Facility Delta
24	Facility 5:	Facility Epsilon

2

Enter Grant Recipient and Grant Project Numbers. This will populate the Facility worksheet tabs.

2

Getting Started

Grant Project Data

Aggregate Results

Sample Facility

Facility 1

Facility 2

Fa ...

+ : ◀

Tab 2. "Grant Project Data"

2	FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities	
3	P2 Grant Project Data	
4		
5	How to Use This Tab:	<ol style="list-style-type: none"> 1. Fill in Rows 7 - 16. Rows 7 and 8 will be 2. The tracking list starting in Row 20 is auto This list will help you later when you need implementation, and results achieved.
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9	Grant Award Date:	10/1/2022
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14	EPA Technical Contact Name:	Rob Guillemin
15	EPA Technical Contact Phone Number:	617-918-1814
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19	Facility Names on Facility Tabs <i>(populated automatically)</i>	
20	Facility 1:	Facility Alpha
21	Facility 2:	Facility Beta
22	Facility 3:	Facility Gamma
23	Facility 4:	Facility Delta
24	Facility 5:	Facility Epsilon

Enter grant award date and contact information. If reviewers have questions, they will know which grant to discuss and who to contact.

2

Getting Started

Grant Project Data

Aggregate Results

Sample Facility

Facility 1

Facility 2

Fa ...

Tab 2. "Grant Project Data"

2	FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities	
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5	How to Use This Tab:	<ol style="list-style-type: none">1. Fill in Rows 7 - 16. Rows 7 and 8 will be used to populate rows 7 and 8 in the Facility tabs.2. The tracking list starting in Row 20 is automatically populated as you enter facility names in numbered facility tabs. This list will help you later when you need to find the facility to return to for updating the status of follow-up, implementation, and results achieved.
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23	Facility 4:	Facility Delta
24	Facility 5:	Facility Epsilon

2

Getting Started **Grant Project Data** Aggregate Results Sample Facility Facility 1 Facility 2 Fa ...

It's not possible to enter facility names here. This information is populated from the Facility worksheet tabs.

Tab 3. "Aggregate Results"

FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Businesses

Aggregate of Verified Implemented Results From All Facility Tabs

How to Use This Tab:

1. This is a read-only tab where you can track the aggregate outcome values being achieved by all facilities covered in this grant project. A background formula pulls reported values from the Facility Tabs. Informational messages on the Facility Tabs will remind you to select a Fiscal Year in the given P2 Action Recommendations Row (and Yes in Column J) and enter a date in Row 19 for the aggregating formula to work.

2. You can also track the aggregate of output measures from all facilities in this grant project.

Grant Recipient: New Hampshire DES
Grant Project Number: NP 00A00934

Fiscal Year	\$		Annual Reductions					
	One-time Cost to Implement	Annual Savings from P2	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	MTCO _{2e} Emissions (tons)	Water Use (gallons)
2019	\$0	\$0	0	0	0	0	0	0
2020	\$0	\$0	0	0	0	0	0	0
2021	\$0	\$0	0	0	0	0	0	0
2022	\$0	\$0	0	0	0	0	0	0
2023	\$30,150	\$36,230	10,000	0	2,000	253,700	965	1,660,000
2024	\$0	\$0	0	0	0	0	0	0

Aggregate of Output Measures From All Facility Tabs

Number of business facilities provided technical assistance.

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%).

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

Number of business facilities with case studies describing specific P2 best practices implemented through the grant.

Number of facilities located in or adjacent to an EJ community that were provided technical assistance.

Percentage of business facilities located in or adjacent to an EJ community that implemented at least one new P2 practice as a result of the technical assistance provided by the grantee.

"How to Use This Tab"

Read-Only Tab: A background formula pulls values from the Facility tabs. So, do not enter or edit data on this worksheet.

Included Data: Data will only be pulled from Facility tabs that include 1) **Follow-up Date** in row 21, 2) **"Y" in "implemented"** column J, and 3) **Fiscal Year** of implementation in column K. These steps will be discussed in greater detail when the training reviews the Facility tabs.

3

Getting Started

Grant Project Data

Aggregate Results

Sample Facility

Facility 1

Facility 2

Facility 3

Tab 3. "Aggregate Results"

FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individuals

Aggregate of Verified Implemented Results From All Facility Tabs

How to Use This Tab:

1. This is a read-only tab where you can track the aggregate outcome values being achieved by all facilities covered in this grant project. A background formula pulls reported values from the Facility Tabs. Informational messages on the Facility Tabs will remind you to select a Fiscal Year in the given P2 Action Recommendations Row (and Yes in Column J) and enter a date in Row 19 for the aggregating formula to work.

2. You can also track the aggregate of output measures from all facilities in this grant project.

Grant Recipient: New Hampshire DES

Grant Project Number: NP 00A00934

Fiscal Year	\$		Annual Reductions					
	One-time Cost to Implement	Annual Savings from P2	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	MTCO ₂ e Emissions (tons)	Water Use (gallons)
2019	\$0	\$0	0	0	0	0	0	0
2020	\$0	\$0	0	0	0	0	0	0
2021	\$0	\$0	0	0	0	0	0	0
2022	\$0	\$0	0	0	0	0	0	0
2023	\$30,150	\$36,230	10,000	0	2,000	253,700	965	1,660,000
2024	\$0	\$0	0	0	0	0	0	0

Aggregate of Output Measures From All Facility Tabs

Number of business facilities provided technical assistance.

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%).

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

Number of business facilities with case studies describing specific P2 best practices implemented through the grant.

Number of facilities located in or adjacent to an EJ community that were provided technical assistance.

Percentage of business facilities located in or adjacent to an EJ community that implemented at least one new P2 practice as a result of the technical assistance provided by the grantee.

3

Tab 3. "Aggregate Results"

FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Businesses

Aggregate of Verified Implemented Results From All Facility Tabs

How to Use This Tab:

- This is a read-only tab where you can track the aggregate outcome values being achieved by all facilities covered in this grant project. A background formula pulls reported values from the Facility Tabs. Informational messages on the Facility Tabs will remind you to select a Fiscal Year in the given P2 Action Recommendations Row (and Yes in Column J) and enter a date in Row 19 for the aggregating formula to work.
- You can also track the aggregate of output measures from all facilities in this grant project.

Grant Recipient: New Hampshire DES
Grant Project Number: NP 00A00934

Fiscal Year	\$		Annual Reductions					
	One-time Cost to Implement	Annual Savings from P2	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	MTCO ₂ e Emissions (tons)	Water Use (gallons)
2019	\$0	\$0	0	0	0	0	0	0
2020	\$0	\$0	0	0	0	0	0	0
2021	\$0	\$0	0	0	0	0	0	0
2022	\$0	\$0	0	0	0	0	0	0
2023	\$30,150	\$36,230	10,000	0	2,000	253,700	965	1,660,000
2024	\$0	\$0	0	0	0	0	0	0

Aggregate of Output Measures From All Facility Tabs

Number of business facilities provided technical assistance.

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%).

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

Number of business facilities with case studies describing specific P2 best practices implemented through the grant.

Number of facilities located in or adjacent to an EJ community that were provided technical assistance.

Percentage of business facilities located in or adjacent to an EJ community that implemented at least one new P2 practice as a result of the technical assistance provided by the grantee.

Grant Recipient and Project Number

This information is populated from Tab 2: Grant Project Data.

Annual P2 Reduction Results

This information is populated from Tabs 5+: Facility worksheets.

Update Required: Since P2 grants awarded in 2022 may be reporting results in 2025 (and beyond), this P2 Template spreadsheet will need to be updated.

3

Tab 3. "Aggregate Results"

FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individuals

Aggregate of Verified Implemented Results From All Facility Tabs

How to Use This Tab:

1. This is a read-only tab where you can track the aggregate outcome values being achieved by all facilities covered in this grant project. A background formula pulls reported values from the Facility Tabs. Informational messages on the Facility Tabs will remind you to select a Fiscal Year in the given P2 Action Recommendations Row (and Yes in Column J) and enter a date in Row 19 for the aggregating formula to work.

2. You can also track the aggregate of output measures from all facilities in this grant project.

Grant Recipient: New Hampshire DES
Grant Project Number: NP 00A00934

Fiscal Year	\$		Annual Reductions					
	One-time Cost to Implement	Annual Savings from P2	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	MTCO ₂ e Emissions (tons)	Water Use (gallons)
2019	\$0	\$0	0	0	0	0	0	0
2020	\$0	\$0	0	0	0	0	0	0
2021	\$0	\$0	0	0	0	0	0	0
2022	\$0	\$0	0	0	0	0	0	0
2023	\$30,150	\$36,230	10,000	0	2,000	253,700	965	1,660,000
2024	\$0	\$0	0	0	0	0	0	0

Aggregate of Output Measures From All Facility Tabs

Number of business facilities provided technical assistance.

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%).

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

Number of business facilities with case studies describing specific P2 best practices implemented through the grant.

Number of facilities located in or adjacent to an EJ community that were provided technical assistance.

Percentage of business facilities located in or adjacent to an EJ community that implemented at least one new P2 practice as a result of the technical assistance provided by the grantee.

Aggregate of Output Measures From All Facility Tabs

- Number of businesses that received TA
- % of businesses that received follow-up visits
- % of businesses that implemented P2 recommendations
- Number of businesses with case studies
- Number of businesses in or adjacent to EJ communities
- % of businesses in or adjacent to EJ communities that implemented P2 recommendations

3

Getting Started

Grant Project Data

Aggregate Results

Sample Facility

Facility 1

Facility 2

Facility 3

Tab 4. "Sample Facility" Worksheet

FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities

FACILITY 1

How to Use this Tab:

- Under "Facility Information," enter data in rows 11-21. On Row 12: Enter any EPA program Facility ID or look up the EPA Registry (facility) ID on <https://www.epa.gov/frs>.
- Under "P2 Actions and Outcomes," enter each P2 recommendation provided to the facility during technical assistance in Column A, one recommendation per row. You may, at your option, enter initial estimates of costs, annual savings and annual reductions per recommendation in Columns B - I.
- Once you have followed up with a facility, enter in Row 21 the date(s) when you followed up with the facility to learn which P2 recommendations it implemented.
- 4.a.** When your follow-up confirms a P2 recommendation was implemented, in Column J select "Y" (yes it was implemented at this facility) and in Column K select a federal Fiscal Year (the Oct. 1 - Sept. 30 period when implementation occurred). In Columns B - I, enter updated cost, savings and outcome values. For calculating MTCO₂e and water pollution, see the section in the "Getting Started" Tab on "Calculating Outcomes in the Facility Tabs." In Column L, enter "quantity" information associated with implementation. In Column M, select "Y" if a case study covers this implemented action. Please note: Columns B - I values for a row will tally in this tab's Total rows and in the Aggregate Results tab only if Row 21 has a follow-up date, Column J has a "Y," and Column K has a Fiscal Year selected. If more steps of a recommendation get implemented in a second year, add a row for phase 2 steps and complete Columns B - L.
- 4.b.** When your follow-up confirms that a P2 recommendation has not yet been implemented, enter "N" in Column J. In Column K, enter "Y" if the facility plans to implement the recommendation within the next 5 years. In Column O, if the facility has no plans to implement the recommendation and can tell you why, enter the barrier(s) to implementation identified by the facility (e.g., high cost, not feasible, a regulatory barrier, etc.).
- The cell will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Delete the response and re-enter in the appropriate format to remove the highlighting.

Grant Recipient:	Sample Grant Recipient Name
Grant Project Number:	Sample Grant Project Number
Facility Information (Only business facilities)	
Facility Name (optional)	xx
EPA Facility ID Number (optional)	xx
Facility Contact (optional)	xx
Facility City (optional)	xx
Facility State (2-letter abbreviation)	VA
EPA Region (based on Facility State)	Region 3
Facility NAICS Code (3 to 6 digits)	123456
NEA for this Facility (use drop-down)	NEA 3 - Automotive Manufacturing and Maintenance
Is the facility located in or adjacent to an EJ Community?	Yes
Date P2 Recommendations Provided to Facility (mm/dd/yyyy)	1/31/2022
Date(s) of Follow-up (mm/dd/yyyy)	3/1/2022

[NAICS Search \(website\)](#)

Recommended P2 Actions	S		Annual Reductions					Was the Recommendation Implemented at This Facility?		Comments	Case Study Developed (Y or Leave)	If Not Implemented:		
	Cost to Implement (\$)	Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs) Select header for help	MTCO ₂ e Emissions (metric tons)	Water Use (gal.)	Y or N			Year Implemented (Oct. 1 - Sept.)	Plan to within 5 years? (Y or N)	What was the barrier to implementation?
Ex. Reduce water use for cleaning (in coating dept.) by using LVPF spray nozzles and worker training.								9,000,000	Y	2022				
Ex. Reduce paint and solvent use, and thus reduce VOC emissions to water, by installing electrostatic painting equip. & using infrared curing.						13,500			N			y	Awaiting permit amendment.	
Ex. Install solar array.							1,326		Y	2022		Y		
TOTAL IMPLEMENTED	\$0	\$0	0	0	0	0	1,326	9,000,000						
TOTAL IMPLEMENTED 2019	\$0	\$0	0	0	0	0	0	0						
TOTAL IMPLEMENTED 2020	\$0	\$0	0	0	0	0	0	0						
TOTAL IMPLEMENTED 2021	\$0	\$0	0	0	0	0	0	0						
TOTAL IMPLEMENTED 2022	\$0	\$0	0	0	0	0	1,326	9,000,000						
TOTAL IMPLEMENTED 2023	\$0	\$0	0	0	0	0	0	0						
TOTAL IMPLEMENTED 2024	\$0	\$0	0	0	0	0	0	0						

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Tab 4. "Sample Facility" Worksheet

FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities

FACILITY 1

How to Use this Tab:

- Under "Facility Information," enter data in rows 11-21. On Row 12: Enter any EPA program Facility ID or look up the EPA Registry (facility) ID on <https://www.epa.gov/frs>.
- Under "P2 Actions and Outcomes," enter each P2 recommendation provided to the facility during technical assistance in Column A, one recommendation per row. You may, at your option, enter initial estimates of costs, annual savings and annual reductions per recommendation in Columns B - I.
- Once you have followed up with a facility, enter in Row 21 the date(s) when you followed up with the facility to learn which P2 recommendations it implemented.
- 4a. When your follow-up confirms a P2 recommendation was implemented, in Column J select "Y" (yes it was implemented at this facility) and in Column K select a federal Fiscal Year (the Oct. 1 - Sept. 30 period when implementation occurred). In Columns B - I, enter updated cost, savings and outcome values. For calculating MTCO_e and water pollution, see the section in the "Getting Started" Tab on "Calculating Outcomes in the Facility Tabs." In Column L, enter "quantity" information associated with implementation. In Column M, select "Y" if a case study covers this implemented action. Please note: Columns B - I values for a row will tally in this tab's Total rows and in the Aggregate Results tab only if Row 21 has a follow-up date, Column J has a "Y," and Column K has a Fiscal Year selected. If more steps of a recommendation get implemented in a second year, add a row for phase 2 steps and complete Columns B - L.
- 4b. When your follow-up confirms that a P2 recommendation has not yet been implemented, enter "N" in Column J. In Column K, enter "Y" if the facility plans to implement the recommendation within the next 5 years. In Column O, if the facility has no plans to implement the recommendation and can tell you why, enter the barrier(s) to implementation identified by the facility (e.g., high cost, not feasible, a regulatory barrier, etc).
- The cell will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Delete the response and re-enter in the appropriate format to remove the highlighting.

Instructions

Grant recipient:	Sample Grant recipient name
Grant Project Number:	Sample Grant Project Number
Facility Information (Only business facilities)	
Facility Name (optional)	xx
EPA Facility ID Number (optional)	xx
Facility Contact (optional)	xx
Facility City (optional)	xx
Facility State (2-letter abbreviation)	VA
EPA Region (based on Facility State)	Region 3
Facility NAICS Code (3 to 6 digits)	123456
NEA for this Facility (use drop-down)	NEA 3 - Automotive Manufacturing and Maintenance
Is the facility located in or adjacent to an EJ Community?	Yes
Date P2 Recommendations Provided to Facility (mm/dd/yyyy)	1/31/2022
Date(s) of Follow-up (mm/dd/yyyy)	3/1/2022

Grantee and Facility Info

Recommended P2 Actions	Cost to Implement (\$)	Savings from P2 Action (\$)	Annual Reductions					MTCO _e Emissions (metric tons)	Water Use (gal.)	Was the Recommendation Implemented at This Facility?		Comments	Case Study Developed (Y or leave blank)	If Not Implemented:	
			Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	Water Conservation (lbs)			Y or N	Year Implemented (Oct. 1 - Sept.)			Plan to within 5 years? (Y or N)	What was the barrier to implementation?
Ex. Reduce water use for cleaning (in coating dept.) by using LVP spray nozzles and worker training.								9,000,000	Y	2022	Washer optimization completed.				
Ex. Reduce paint and solvent use, and thus reduce VOC emissions to water, by installing electrostatic painting equip. & using infrared curing.						13,500			N		Estimated for VOCs.		Y	Awaiting permit amendment.	
Ex. Install solar array.							1,326		Y	2022	installed 1.2-megawatt solar	Y			

P2 Actions and Outcomes

TOTAL IMPLEMENTED	\$0	\$0	0	0	0	0	0	1,326	9,000,000					
TOTAL IMPLEMENTED 2019	\$0	\$0	0	0	0	0	0	0	0					
TOTAL IMPLEMENTED 2020	\$0	\$0	0	0	0	0	0	0	0					
TOTAL IMPLEMENTED 2021	\$0	\$0	0	0	0	0	0	0	0					
TOTAL IMPLEMENTED 2022	\$0	\$0	0	0	0	0	0	1,326	9,000,000					
TOTAL IMPLEMENTED 2023	\$0	\$0	0	0	0	0	0	0	0					

4

Results by Fiscal Year

Tab 5. "Facility 1" Worksheet

FY22-23 P2 Grants Template 1: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities

FACILITY 1

How to Use this Tab:

- Under "Facility Information," enter data in rows 11-21. On Row 12: Enter any EPA program Facility ID or look up the EPA Registry (facility) ID on <https://www.epa.gov/frs>.
- Under "P2 Actions and Outcomes," enter each P2 recommendation provided to the facility during technical assistance in Column A, one recommendation per row. You may, at your option, enter initial estimates of costs, annual savings and annual reductions per recommendation in Columns B - I.
- Once you have followed up with a facility, enter in Row 21 the date(s) when you followed up with the facility to learn which P2 recommendations it implemented.
- 4a. When your follow-up confirms a P2 recommendation was implemented, in Column J select "Y" (yes it was implemented at this facility) and in Column K select a federal Fiscal Year (the Oct. 1 - Sept. 30 period when implementation occurred). In Columns B - I, enter updated cost, savings and outcome values. For calculating MTCO₂e and water pollution, see the section in the "Getting Started" Tab on "Calculating Outcomes in the Facility Tabs." In Column L, enter "quantity" information associated with implementation. In Column M, select "Y" if a case study covers this implemented action. Please note: Columns B - I values for a row will tally in this tab's Total rows and in the Aggregate Results tab only if Row 21 has a follow-up date, Column J has a "Y," and Column K has a Fiscal Year selected. If more steps of a recommendation get implemented in a second year, add a row for phase 2 steps and complete Columns B - L.
- 4b. When your follow-up confirms that a P2 recommendation has not yet been implemented, enter "N" in Column J. In Column K, enter "Y" if the facility plans to implement the recommendation within the next 5 years. In Column O, if the facility has no plans to implement the recommendation and can tell you why, enter the barrier(s) to implementation identified by the facility (e.g., high cost, not feasible, a regulatory barrier, etc).
- The cell will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Delete the response and re-enter in the appropriate format to remove the highlighting.

Instructions

Grant recipient: Sample Grant recipient name
 Grant Project Number: Sample Grant Project Number

Facility Information (Only business facilities)

Facility Name (optional): xx
 EPA Facility ID Number (optional): xx
 Facility Contact (optional): xx
 Facility City (optional): xx
 Facility State (2-letter abbreviation): VA
 EPA Region (based on Facility State): Region 3
 Facility NAICS Code (3 to 6 digits): 123456
 NEA for this Facility (use drop-down): NEA 3 - Automotive Manufacturing and Maintenance
 Is the facility located in or adjacent to an EJ Community?: Yes
 Date P2 Recommendations Provided to Facility (mm/dd/yyyy): 1/31/2022
 Date(s) of Follow-up (mm/dd/yyyy): 3/1/2022

Grantee and Facility Info

P2 Actions and Outcomes

List each P2 recommendation provided to the facility on a separate line. Include the what, the how, and "quantity" information if that is needed to calculate cost, savings and annual reductions, e.g., # LEDs, # solar panels.

- You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). - If column J is indicated as "Y" ("Was the Recommendation Implemented at this Facility?"), the cost, annual savings and annual reductions must be updated based on the actual implementation at the facility.

Include updated "quantity" information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions.

Recommended P2 Actions	Cost to Implement (\$)	Savings from P2 Action (\$)	Annual Reductions					MTCO ₂ e Emissions (metric tons)	Water Use (gal.)	Was the Recommendation Implemented at This Facility?		Comments	Case Study Developed (Y or leave blank)	If Not Implemented:	
			Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	Select header for help			Y or N	Year Implemented (Oct. 1 - Sept.)			Plan to within 5 years? (Y or N)	What was the barrier to implementation?
Ex. Reduce water use for cleaning (in coating dept.) by using LVP spray nozzles and worker training.								9,000,000		Y	2022	Washer optimization completed.			
Ex. Reduce paint and solvent use, and thus reduce VOC emissions to water, by installing electrostatic painting equip. & using infrared curing.						13,500				N		Estimated for VOCs.		Y	Awaiting permit amendment.
Ex. Install solar array.							1,326			Y	2022	installed 1.2-megawatt solar	Y		

P2 Actions and Outcomes

	Cost to Implement (\$)	Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	MTCO ₂ e Emissions (metric tons)	Water Use (gal.)
TOTAL IMPLEMENTED	\$0	\$0	0	0	0	0	1,326	9,000,000
TOTAL IMPLEMENTED 2019	\$0	\$0	0	0	0	0	0	0
TOTAL IMPLEMENTED 2020	\$0	\$0	0	0	0	0	0	0
TOTAL IMPLEMENTED 2021	\$0	\$0	0	0	0	0	0	0
TOTAL IMPLEMENTED 2022	\$0	\$0	0	0	0	0	1,326	9,000,000
TOTAL IMPLEMENTED 2023	\$0	\$0	0	0	0	0	0	0

5 Results by Fiscal Year

Tab 5. “Facility 1”

Grantee and Facility Info

7	Grant Recipient:	New Hampshire DES				
8	Grant Project Number:	NP 00A00934				
9						
10	Facility Information (Only business facilities)					
11	Facility Name <i>(optional)</i>	Facility Alpha				
12	EPA Facility ID Number <i>(optional)</i>					
13	Facility Contact <i>(optional)</i>	Al Brewerson				
14	Facility City <i>(optional)</i>	Concord				
15	Facility State <i>(2-letter abbreviation)</i>	NH				
16	EPA Region <i>(based on Facility State)</i>	Region 1				
17	Facility NAICS Code <i>(3 to 6 digits)</i>	312120				
18	NEA for this Facility <i>(use drop-down)</i>	NEA 1 – Food & Beverage Manufacturing and Processing				
19	Is the facility located in or adjacent to an EJ Community?	Yes				
20	Date P2 Recommendations Provided to Facility <i>(mm/dd/yyyy)</i>	11/15/2022				
21	Date(s) of Follow-up <i>(mm/dd/yyyy)</i>	11/15/2023				

5

Tab 5. "Facility 1"

Grantee and Facility Info

Don't enter Grantee Info.
It is pulled from
Tab 2: Grant Project Data

7	Grant Recipient:	New Hampshire DES
8	Grant Project Number:	NP 00A00934
9		
10	Facility Information (Only business facilities)	
11	Facility Name <i>(optional)</i>	Facility Alpha
12	EPA Facility ID Number <i>(optional)</i>	
13	Facility Contact <i>(optional)</i>	Al Brewerson
14	Facility City <i>(optional)</i>	Concord
15	Facility State <i>(2-letter abbreviation)</i>	NH
16	EPA Region <i>(based on Facility State)</i>	Region 1
17	Facility NAICS Code <i>(3 to 6 digits)</i>	312120
18	NEA for this Facility <i>(use drop-down)</i>	NEA 1 – Food & Beverage Manufacturing and Processing
19	Is the facility located in or adjacent to an EJ Community?	Yes
20	Date P2 Recommendations Provided to Facility <i>(mm/dd/yyyy)</i>	11/15/2022
21	Date(s) of Follow-up <i>(mm/dd/yyyy)</i>	11/15/2023

Tab 5. "Facility 1"

Grantee and Facility Info

7	Grant Recipient:	New Hampshire DES
8	Grant Project Number:	NP 00A00934
9		
10	Facility Information (Only business facilities)	
11	Facility Name (optional)	Facility Alpha
12	EPA Facility ID Number (optional)	
13	Facility Contact (optional)	Al Brewerson
14	Facility City (optional)	Concord
15	Facility State (2-letter abbreviation)	NH
16	EPA Region (based on Facility State)	Region 1
17	Facility NAICS Code (3 to 6 digits)	312120
18	NEA for this Facility (use drop-down)	NEA 1 – Food & Beverage M
19	Is the facility located in or adjacent to an EJ Community?	Yes
20	Date P2 Recommendations Provided to Facility (mm/dd/yyyy)	11/15/2022
21	Date(s) of Follow-up (mm/dd/yyyy)	11/15/2023

Enter Facility Name (or proxy name). It will populate the list of facility names in Tab 3: Aggregate Results.

"Optional" means that a proxy name can be used.

5

Tab 5. "Facility 1"

Grantee and Facility Info

7	Grant Recipient:	New Hampshire DES
8	Grant Project Number:	NP 00A00934
9		
10	Facility Information (Only business facilities)	
11	Facility Name (optional)	Facility Alpha
12	EPA Facility ID Number (optional)	
13	Facility Contact (optional)	Al Brewerson
14	Facility City (optional)	Concord
15	Facility State (2-letter abbreviation)	NH
16	EPA Region (based on Facility State)	Region 1
17	Facility NAICS Code (3 to 6 digits)	312120
18	NEA for this Facility (use drop-down)	NEA 1 – Food & Beverage M
19	Is the facility located in or adjacent to an EJ Community?	Yes
20	Date P2 Recommendations Provided to Facility (mm/dd/yyyy)	11/15/2022
21	Date(s) of Follow-up (mm/dd/yyyy)	11/15/2023

This information is optional

- EPA Facility ID Number
- Facility Contact
- Facility City

5

Tab 5. “Facility 1”

Grantee and Facility Info

7	Grant Recipient:	New Hampshire DES
8	Grant Project Number:	NP 00A00934
9		
10	Facility Information (Only business facilities)	
11	Facility Name <i>(optional)</i>	Facility Alpha
12	EPA Facility ID Number <i>(optional)</i>	
13	Facility Contact <i>(optional)</i>	Al Brewerson
14	Facility City <i>(optional)</i>	Concord
15	Facility State <i>(2-letter abbreviation)</i>	NH
16	EPA Region <i>(based on Facility State)</i>	Region 1
17	Facility NAICS Code <i>(9 to 6 digits)</i>	312120
18	NEA for this Facility <i>(use drop-down)</i>	NEA 1 – Food & Beverage Manufacturing and Processing
19	Is the facility located in or adjacent to an EJ Community?	Yes
20	Date P2 Recommendations Provided to Facility <i>(mm/dd/yyyy)</i>	11/15/2022
21	Date(s) of Follow-up <i>(mm/dd/yyyy)</i>	11/15/2023

When you enter the Facility’s State, the “EPA Region” populates automatically

Tab 5. "Facility 1"

Grantee and Facility Info

7	Grant Recipient:	New Hampshire DES
8	Grant Project Number:	NP 00A00934
9		
10	Facility Information (Only business facilities)	
11	Facility Name (optional)	Facility Alpha
12	EPA Facility ID Number (optional)	
13	Facility Contact (optional)	Al Brewerson
14	Facility City (optional)	Concord
15	Facility State (2-letter abbreviation)	NH
16	EPA Region (based on Facility State)	Region 1
17	Facility NAICS Code (3 to 6 digits)	312120
18	NEA for this Facility (use drop-down)	NEA 1 – Food & Beverage Manufacturing and Processing
19	Is the facility located in or adjacent to an EJ Community?	Yes
20	Date P2 Recommendations Provided to Facility (mm/dd/yyyy)	11/15/2022
21	Date(s) of Follow-up (mm/dd/yyyy)	11/15/2023

A link to the [NAICS Search \(website\)](#) is provided as a resource. The link is located on the same row, further to the right.

Tab 5. "Facility 1"

Grantee and Facility Info

7	Grant Recipient:	New Hampshire DES
8	Grant Project Number:	NP 00A00934
9		
10	Facility Information (Only business facilities)	
11	Facility Name (optional)	Facility Alpha
12	EPA Facility ID Number (optional)	
13	Facility Contact (optional)	Al Brewerson
14	Facility City (optional)	Concord
15	Facility State (2-letter abbreviation)	NH
16	EPA Region (based on Facility State)	Region 1
17	Facility NAICS Code (3 to 5 digits)	312120
18	NEA for this Facility (use drop-down)	NEA 1 – Food & Beverage Manufacturing and Processing
19	Is the facility located in or adjacent to an EJ Community?	Yes
20	Date P2 Recommendations Provided to Facility (mm/dd/yyyy)	11/15/2022
21	Date(s) of Follow-up (mm/dd/yyyy)	11/15/2023

The "NEA for this Facility" and the "Is the facility located in or adjacent to an EJ Community?" cells both use drop down menus.

Tab 5. "Facility 1"

Grantee and Facility Info

7	Grant Recipient:	New Hampshire DES
8	Grant Project Number:	NP 00A00934
9		
10	Facility Information (Only business facilities)	
11	Facility Name (optional)	Facility Alpha
12	EPA Facility ID Number (optional)	
13	Facility Contact (optional)	Al Brewerson
14	Facility City (optional)	Concord
15	Facility State (2-letter abbreviation)	NH
16	EPA Region (based on Facility State)	Region 1
17	Facility NAICS Code (3 to 6 digits)	312120
18	NEA for this Facility (use drop-down)	NEA 1 – Food & Beverage
19	Is the facility located in or adjacent to an EI Community?	Yes
20	Date P2 Recommendations Provided to Facility (mm/dd/yyyy)	11/15/2022
21	Date(s) of Follow-up (mm/dd/yyyy)	11/15/2023

Enter the date when P2 recommendations were provided to the facility.

5

Tab 5. "Facility 1"

Grantee and Facility Info

7	Grant Recipient:	New Hampshire DES
8	Grant Project Number:	NP 00A00934
9		
10	Facility Information (Only business facilities)	
11	Facility Name (optional)	Facility Alpha
12	EPA Facility ID Number (optional)	
13	Facility Contact (optional)	Al Brewerson
14	Facility City (optional)	Concord
15	Facility State (2-letter abbreviation)	NH
16	EPA Region (based on Facility State)	Region 1
17	Facility NAICS Code (3 to 6 digits)	312120
18	NEA for this Facility (use drop-down)	NEA 1 – Food & Beverage
19	Is the facility located in or adjacent to an EJ Community?	Yes
20	Date P2 Recommendations Provided to Facility (mm/dd/yyyy)	11/15/2022
21	Date(s) of Follow-up (mm/dd/yyyy)	11/15/2023

IMPORTANT: The Follow-up Date(s) needs to be entered to allow the spreadsheet to total the P2 results for this facility at the bottom of the worksheet and for Tab 3: Aggregate Results.

Note that the dates on row 20 and 21 should be different. EPA will interpret identical dates as meaning that the results are projected and not completed. Only completed results are counted.

5

Tab 5. "Facility 1"

P2 Actions and Outcomes

P2 Actions and Outcomes													
List each P2 recommendation provided to the facility on a separate line. Include the what, the how, and "quantity" information if that is needed to calculate cost, savings and annual reductions, e.g., # LEDs, # solar panels.		- You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). - If column J is indicated as "Y" ("Was the Recommendation Implemented at this Facility?"), the cost, annual savings and annual reductions must be updated based on the actual implementation at the facility.									Include updated "quantity" information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions.		
Recommended P2 Actions	\$		Annual Reductions					Was the Recommendation Implemented at This Facility?			Case Study Developed (Y or leave)	If Not Implemented:	
	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs) Select header for help	MTCO ₂ e Emissions (metric tons)	Water Use (gal.)	Y or N	Year implemented (Oct. 1 - Sept.)		Comments	Plan to within 5 years? (Y or N)
LED light retrofit in tap room for energy efficiency	\$6,000	\$2,000					62		Y	2023	Utility offers rebates on LEDs		
5 high efficiency floor hose nozzels for water conservation	\$150	\$30							Y	2023	demo of high efficiency nozzles		
Ionized air can and bottle rinser for water efficiency									N			N	Payback peirod over 8 years
Less toxic cleaning and sanitizing chemicals for equipment		\$3,000	10,000						Y	2023	Appreciated cleaning samples		
Geothermal technology for wort cooling process		\$15,000						1,660,000	Y	2023	Compliance issue with septic	Y	
BarTrack sensor system to reduce foaming in tap room	\$3,500	\$6,700				3,700			Y	2023	BarTrack is a subscription service		
CO2 Capture Devise	\$110,000								N		Reduces CO2 supply chain		N Initial price was too high to finance
Air-side economizers that use outside air for "free cooling."	\$18,000								N		Aging refrigeration system		Y Wants to wait 2 years before upgrade

5

Tab 5. "Facility 1"

P2 Actions and Outcomes

P2 Actions and Outcomes													
List each P2 recommendation provided to the facility on a separate line. Include the what, the how, and "quantity" information if that is needed to calculate cost, savings and annual reductions, e.g., # LEDs, # solar panels.		You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). If column J is indicated as "Y" ("Was the Recommendation Implemented at this Facility?"), the cost, annual savings and annual reductions must be updated based on the actual implementation at the facility.							Include updated "quantity" information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions.				
Recommended P2 Actions	\$		Annual Reductions					Was the Recommendation Implemented at This Facility?			Case Study Developed (Y or leave blank)	If Not Implemented:	
	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs) Select header for help	MTCO _{2e} Emissions (metric tons)	Water Use (gal.)	Y or N	Year implemented (Oct. 1 - Sept.)		Comments	Plan to within 5 years? (Y or N)
LED light retrofit in tap room for energy efficiency	\$6,000	\$2,000					62		Y	2023	Utility offers rebates on LEDs		
5 high efficiency floor hose nozzels for water conservation	\$150	\$30							Y	2023	demo of high efficiency nozzles		
Ionized air can and bottle rinser for water efficiency									N			N	Payback peirod over 8 years
Less toxic cleaning and sanitizing chemicals for equipment		\$3,000	10,000						Y	2023	Appreciated cleaning samples		
Geothermal technology for wort cooling process		\$15,000						1,660,000	Y	2023	Compliance issue with septic	Y	
BarTrack sensor system to reduce foaming in tap room	\$3,500	\$6,700				3,700			Y	2023	BarTrack is a subscription service		
CO2 Capture Devise	\$110,000								N		Reduces CO2 supply chain		N Initial price was too high to finance
Air-side economizers that use outside air for "free cooling."	\$18,000								N		Aging refrigeration system	Y	Wants to wait 2 years before upgrade

Recommended P2 Actions

Annual Reductions

Implementation Info

5

Tab 5. "Facility 1"

P2 Actions and Outcomes: Recommended P2 Actions

P2 Actions and Outcomes

List each P2 recommendation provided to the facility on a separate line. Include the what, the how, and "quantity" information if that is needed to calculate cost, savings and annual reductions, e.g., # LEDs, # solar panels.

- You may enter
- If column J
be updated b

Recommended P2 Actions

	to Implement (\$)
LED light retrofit in tap room for energy efficiency	\$6,000
5 high efficiency floor hose nozzels for water conservation	\$1,000
Ionized air can and bottle rinser for water efficiency	
Less toxic cleaning and sanitizing chemicals for equipment	
Geothermal technology for wort cooling process	
BarTrack sensor system to reduce foaming in tap room	\$3,500
CO2 Capture Device	\$110,000
Air-side economizers that use outside air for "free cooling."	\$18,000

TIPS:

- 1) Don't include all recommendations, just the ones that are being seriously considered or have a chance of being implemented.
- 2) Describe the recommendations with enough detail to be visualized by another person.

5

Getting Started

Grant Project Data

Aggregate Results

Sample Facility

Facility 1

Facility 2

Facility 3

Sample List of P2 Recommendations

- Use LVHP spray nozzles and worker training to reduce water use for cleaning in coating dept.
- Install electrostatic painting equip. & use infrared curing to reduce paint and solvent use and minimize VOC emissions
- Install solar array on south facing roof top
- Install LED light retrofit in tap room for energy efficiency
- Use high efficiency floor hose nozzles for water conservation
- Use Ionized air can and bottle rinser for water efficiency
- Use less toxic cleaning and sanitizing chemicals for equipment
- Install geothermal technology for heating and cooling processes
- Install BarTrack sensor system to reduce foaming in tap room
- Install CO2 capture device for fermentation tanks

Tab 5. "Facility 1"

P2 Actions and Outcomes: Annual Reductions

P2 Actions and Outcomes								
List each P2 recommendation provided to the facility on a separate line. Include the what, the how, the why, the cost, and the savings.			<p>- You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required).</p> <p>- If column J is indicated as "Y" ("Was the Recommendation Implemented at this Facility?"), the cost, annual savings and annual reductions must be updated based on the actual implementation at the facility.</p>					
		\$		Annual Reductions				
	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs) Select header for help	MTCO ₂ e Emissions (metric tons)	Water Use (gal.)
LED Li	\$6,000	\$2,000					62	
5 high	\$150	\$30						
Ionize								
Less t		\$3,000	10,000					
Geot		\$15,000						1,660,000
BarTr	\$3,500	\$6,700				3,700		
CO2 C	\$110,000							
Air-si	\$18,000							

Estimated costs and annual reductions may be entered as placeholders but they must be updated in future reports if recommendations are implemented.

5

Tab 5. "Facility 1"

P2 Actions and Outcomes: Implementation Info

		Include updated "quantity" information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions.			
Was the Recommendation Implemented at This Facility?			Case Study Developed (Y or leave blank)	If Not Implemented:	
Y or N	If yes, fiscal year implemented (Oct. 1 - Sept. 30)	Comments		Plan to within 5 years? (Y or N)	What was the barrier to implementation?
Y	2019	Replaced 32 (40W) with			
Y	2023	5 nozzle			
N					
Y	2023	50 lbs each)			
Y	2023	Inproces gls/per m			
Y	2023	Approx. saved pe			
Y	2023	Recoupe usage fo			
N		Reduce energy 2,500 kWhs to 1,500 kWhs per year		Y	Wants to wait 2 years before upgrade

IMPORTANT: The "Y" and "fiscal year implemented" both need to be entered to allow the spreadsheet to total the P2 results for this facility at the bottom of the worksheet and for Tab 3: Aggregate Results.

5

Tab 5. "Facility 1"

P2 Actions and Outcomes: Implementation Info

		Include updated "quantity" information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions.			
Was the Recommendation Implemented at This Facility?			Case Study Developed (Y or leave blank)	If Not Implemented:	
Y or N	If yes, fiscal year implemented (Oct. 1 - Sept. 30)	Comments		Plan to within 5 years? (Y or N)	What was the barrier to implementation?
Y	2019	Replaced 330 fluorescent bulbs (40W) with LEDs for a 20% savings			
Y	2023	5 nozzles at 40k gallons/year savings			
N					
Y	2023	Substitute 500 packs of cleaner (20 lbs each)			
Y	2023	Inprocess water reuse of 13,000 gls/per month			
Y	2023	Approx. 2 BBLs of beer (62 gals) saved per month			
Y	2023	Recoups 80% of 36 tons of CO2 usage for carbonation		N	Initial price was too high to finance
N		Reduce energy for refrigeration from 2,500 kWhs to 1,500 kWhs per year		Y	Wants to wait 2 years before upgrade

Updated quantitative information serves to verify P2 reduction results.

5

Sample List of Comments

- Replaced 330 fluorescent bulbs (40W) with LEDs for a 20% savings
- 5 nozzles at 40k gallons/year savings
- Substituted 500 packages of green cleaner (20 lb each)
- Inprocess water reuse of 13,000 gals/per month
- Approx. 2 BBLs (62 gals) of beer saved per month
- Recoups 80% of 36 tons of CO2 usage for carbonation
- Reduce energy for refrigeration from 2,500 kWhs to 1,500 kWhs per year

Tab 5. "Facility 1"

P2 Actions and Outcomes: Implementation Info

		Include updated "quantity" information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions.			
Was the Recommendation Implemented at This Facility?			Case Study Developed (Y or leave blank)	If Not Implemented:	
Y or N	If yes, fiscal year implemented (Oct. 1 - Sept. 30)	Comments		Plan to within 5 years? (Y or N)	What was the barrier to implementation?
Y	2019	Replaced 330 fluorescent bulbs (40W) with LEDs for a 20% savings			
Y	2023	5 nozzles at 40k gallons/year savings			
N					
Y	2023	Substitute 500 packs of cleaner (20 lbs each)			
Y	2023	Inprocess water reuse of 13,000 gls/per month	Y		
Y	2023	Approx. 2 BBLs of beer (62 gals) saved per month			
Y	2023	Recoups 80% of 36 tons of CO2 usage for carbonation			
N		Reduce energy for refrigeration from 2,500 kWhs to 1,500 kWhs per year		Y	Wants to wait 2 years before upgrade

Enter a "Y" if a case study on this facility features implementation of this recommendation.

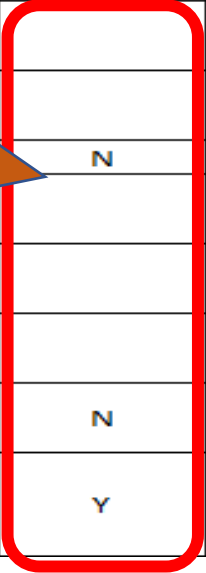
5

Tab 5. "Facility 1"

P2 Actions and Outcomes: Implementation Info

		Include updated "quantity" information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions.			
Was the Recommendation Implemented at This Facility?			Case Study Developed (Y or leave blank)	If Not Implemented:	
Y or N	If yes, fiscal year implemented (Oct. 1 - Sept. 30)	Comments		Plan to within 5 years? (Y or N)	What was the barrier to implementation?
Y					
Y					
N				N	Payback period over 8 years
Y					
Y					
Y					
Y				N	Initial price was too high to finance
N		2,500 kWhs to 1,500 kWhs per year		Y	Wants to wait 2 years before upgrade

For unimplemented recommendations, enter a "Y" if the facility plans to implement the P2 recommendation within five years. If not, enter an "N".



5

Tab 5. "Facility 1"

P2 Actions and Outcomes: Implementation Info

		Include updated "quantity" information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions.			
Was the Recommendation Implemented at This Facility?			Case Study Developed (Y or leave blank)	If Not Implemented:	
Y or N	If yes, fiscal year implemented (Oct. 1 - Sept. 30)	Comments		Plan to within 5 years? (Y or N)	What was the barrier to implementation?
Y	2019	Replaced 330 fluorescent bulbs (40W) with LED			
Y	2023	5 nozzles at 4			
N					Payback period over 8 years
Y	2023	Substitute 50 lbs each)			
Y	2023	Inprocess wat gls/per month			
Y	2023	Approx. 2 BBL saved per mo			
Y	2023	Recoupes 80% usage for carb			Initial price was too high to finance
N		Reduce energy for refrigeration from 2,500 kWhs to 1,500 kWhs per year		Y	Wants to wait 2 years before upgrade

For unimplemented recommendations, include a note about the major barrier to implementation.

5

Sample List of Barriers to Implementation

- Cost – need more capital funding
- Other priorities
- Too long a payback time right now
- Have to make a process change first before implementing this recommendation
- Waiting for approval
- Need someone to do it, looking for interns
- Still investigating
- Waiting to test with demo before purchase
- Requires further analysis. May get intern
- Taking the time to discuss with new chemical supplier

Tab 5. “Facility 1”

Results by Fiscal Year

Reminder: To ensure that the spreadsheet sums results from completed recommendations, complete these fields on each Facility tab:

- 1) Date of Follow-up
- 2) “Y” if recommendation was implemented
- 3) Fiscal Year implemented



The Annual Reductions from each Facility worksheet are added and displayed in Tab 3: Aggregated Results

	\$		Annual Reductions					
	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs) Select header for help	MTCO ₂ e Emissions (metric tons)	Water Use (gal.)
TOTAL IMPLEMENTED	\$9,650	\$26,730	10,000	0	0	3,700	62	1,660,000
TOTAL IMPLEMENTED 2019	\$0	\$0	0	0	0	0	0	0
TOTAL IMPLEMENTED 2020	\$0	\$0	0	0	0	0	0	0
TOTAL IMPLEMENTED 2021	\$0	\$0	0	0	0	0	0	0
TOTAL IMPLEMENTED 2022	\$0	\$0	0	0	0	0	0	0
TOTAL IMPLEMENTED 2023	\$9,650	\$26,730	10,000	0	0	3,700	62	1,660,000
TOTAL IMPLEMENTED 2024	\$0	\$0	0	0	0	0	0	0

5

Grants with FY22-23 Funding

EPA is providing two reporting templates in Excel. The appropriate spreadsheet file to use will depend on the project type:

-  [Template 1 \(xlsx\)](#) (472.79 KB, 2022) may be used for reporting on grant projects where P2 technical assistance is provided directly to a specific business facility.
-  [Template 2 \(xlsx\)](#) (432.98 KB, 2022) is for reporting on grant projects that involve green certification or leadership programs or for a grant project that broadly provides P2 technical assistance to multiple facilities at the same time, such as a training, outreach, or roundtable project.

<https://www.epa.gov/p2/grant-reporting#fy2223>

Tab 2. "Grant Project Data"

Differences found in Template 2

FY22-23 P2 Grants Template 2: Facility-Level Reporting for Green Certification, Leadership Programs or P2 Technical Assistance for Multiple Facilities	
P2 Grant Project Data	
How to Use this Tab:	<p>1. Fill in Rows 7 - 17. Rows 7 and 8 entries here automatically populate Rows 7 and 8 in the Facility Tabs.</p> <p>2. Line 9: Leadership projects: the Federal Fiscal Year (FFY) that you're reporting for (probably a year after your participants reported to you); Certification projects: the FFY that you're reporting for (could be the same year your participants achieved their results); Training/webinar/workshop projects: the FFY that you're reporting for (the year of follow-up).</p> <p>3. The tracking list starting in Row 21 is automatically populated as you enter facility names in numbered facility tabs. This list will help you later when you need to find the facility to return to for updating the status of follow-up, implementation and results achieved.</p>
Grant Recipient:	New Hampshire DES
Grant Project Number:	NP 00A00934
Federal Fiscal Year (Oct. 1 – Sept. 30) for which you're reporting (use drop-down):	2023
Grant Award Date:	10/1/2022
Grantee Contact Name:	Kathy Black
Grantee Contact Phone Number:	(603) 271-6398
Grantee Contact E-mail:	kathryn.L.Black@des.nh.gov
EPA Region:	Region 1
EPA Technical Contact Name:	Rob Guillemin
EPA Technical Contact Phone Number:	617-918-1814
EPA Technical Contact Email:	guillemin.robert@epa.gov
Facility Names on Facility Tabs (populated automatically)	
Facility 1:	Alpha
Facility 2:	Beta
Facility 3:	Gamma
Facility 4:	Delta
Facility 5:	Epsilon

Getting Started

Grant Project Data

Aggregate Results

Sample Facility

Facility 1

Facility ...

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Tab 2. "Grant Project Data"

Differences found in Template 2

FY22-23 P2 Grants Template 2: Facility-Level Reporting for Green Certification, Leadership Programs or P2 Technical Assistance for Multiple Facilities	
P2 Grant Project Data	
How to Use this Tab: 1. Fill in Rows 7 - 17. Rows 7 and 8 entries here are required. 2. Line 9: Leadership projects: the Federal Fiscal Year (FFY) that you're reporting for (probably a year after your participants reported to you). Certification projects: the FFY that you're reporting for (could be the same year your participants achieved their results). Training/webinar/workshop projects: the FFY that you're reporting for (the year of follow-up). 3. The tracking list starting in Row 21 is automatically populated with the facility names when you need to find the facility to report on.	
Grant Recipient:	New Hampshire DES
Grant Project Number:	NP.00A00934
Federal Fiscal Year (Oct. 1 – Sept. 30) for which you're reporting (use drop-down):	2023
Grant Award Date:	10/1/2022
Grantee Contact Name:	Kathy Black
Grantee Contact Phone Number:	(603) 271-6398
Grantee Contact E-mail:	kathryn.L.Black@des.nh.gov
EPA Region:	Region 1
EPA Technical Contact Name:	Rob Guillemin
EPA Technical Contact Phone Number:	617-918-1814
EPA Technical Contact Email:	guillemin.robert@epa.gov
Facility 1:	Alpha
Facility 2:	Beta
Facility 3:	Gamma
Facility 4:	Delta
Facility 5:	Epsilon

Federal Fiscal Year for which you're reporting

Leadership projects: The Federal Fiscal Year (FFY) that you're reporting for (probably a year after your participants reported to you).

Certification projects: The FFY that you're reporting for (could be the same year your participants achieved their results).

Training/webinar/workshop projects: The FFY that you're reporting for (the year of follow-up).

Tab 3. "Aggregate Results"

Differences found in Template 2

2 FY22-23 P2 Grants Template 2: Facility-Level Reporting for Green Certification, Leadership Programs or P2 Technical Assistance for Multiple Facilities

3 **Aggregate of Implemented Results from All Facility Tabs**

4

5

How to Use this Tab:

1. This is a read-only tab where you can track the aggregate outcome values being achieved by all facilities covered in this grant project. The background formula pulls reported values from the Facility Tabs. Informational messages on the Facility Tabs will remind you to select a Fiscal Year in the given P2 Action Recommendations Row and enter a date in Row 20 for the aggregating formula to work.
2. You can also track the aggregate number of case studies being reported by all facilities covered in this grant project.

6

7

8 **Grant Recipient:** New Hampshire DES

9 **Grant Project Number:** NP 00A00934

10

Fiscal Year	\$		Annual Reductions					
	One-time Costs to Implement (\$)	Annual Savings From P2 Actions (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	MTCO ₂ e Emissions (tons)	Water Use (gallons)
2023	\$33,250	\$58,900	2,900	1,644	2,540	89,700	2,759	3,000

11

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15

16 **Aggregate of Output Measures from All Facility Tabs**

17

18 Number of case studies describing specific P2 best practices identified, developed or implemented through the grant.

19

20

Getting Started | Grant Project Data | **Aggregate Results** | Sample Facility | Facility 1 | Facility ...

3

Tab 3. "Aggregate Results"

Differences found in Template 2

2 FY22-23 P2 Grants Template 2: Facility-Level Reporting for Green Certification, Leadership Programs or P2 Technical Assistance for Multiple Facilities

3 **Aggregate of Implemented Results from All Facility Tabs**

4

5

6

7

8 **How to Use this Tab:**

9 1. This is a read-only tab where you can track the aggregate outcome values being achieved by all facilities covered in this grant project. The background formula pulls reported values from the Facility Tabs. Informational messages on the Facility Tabs will remind you to select a Fiscal Year in the given P2 Action Recommendations Row and enter a date in Row 20 for the aggregating formula to work.

10 2. You can also track the aggregate number of case studies being reported by all facilities covered in this grant project.

11

12

13

14

15

16 **Aggregate of Output Measures from All Facility Tabs**

17

18 Number of case studies describing specific P2 best practices identified, developed or implemented through the grant.

19

20

Getting Started Grant Project Data **Aggregate Results** Sample Facility Facility 1 Facility ...

Number of Case Studies
This is the only output measure aggregated.

3

Tab 5. "Facility 1"

Differences found in Template 2

Grantee and Facility Info

10 Facility Information (Only business facilities)	
11	Facility Name (optional) Alpha
12	EPA Facility ID Number (optional)
13	Facility Contact (optional)
14	Facility City (optional)
15	Facility State (2-letter abbreviation)
16	EPA Region (based on Facility State)
17	Facility NAICS Code (3 to 6 digits)
18	NEA for this Facility (use drop-down)
19	Is the facility located in or adjacent to an EJ Community?
20	Year leadership program reported to state (use drop-down) 2023
21	Date of follow up with training/webinar/workshop participants (mm/dd/yyyy) 11/7/2023

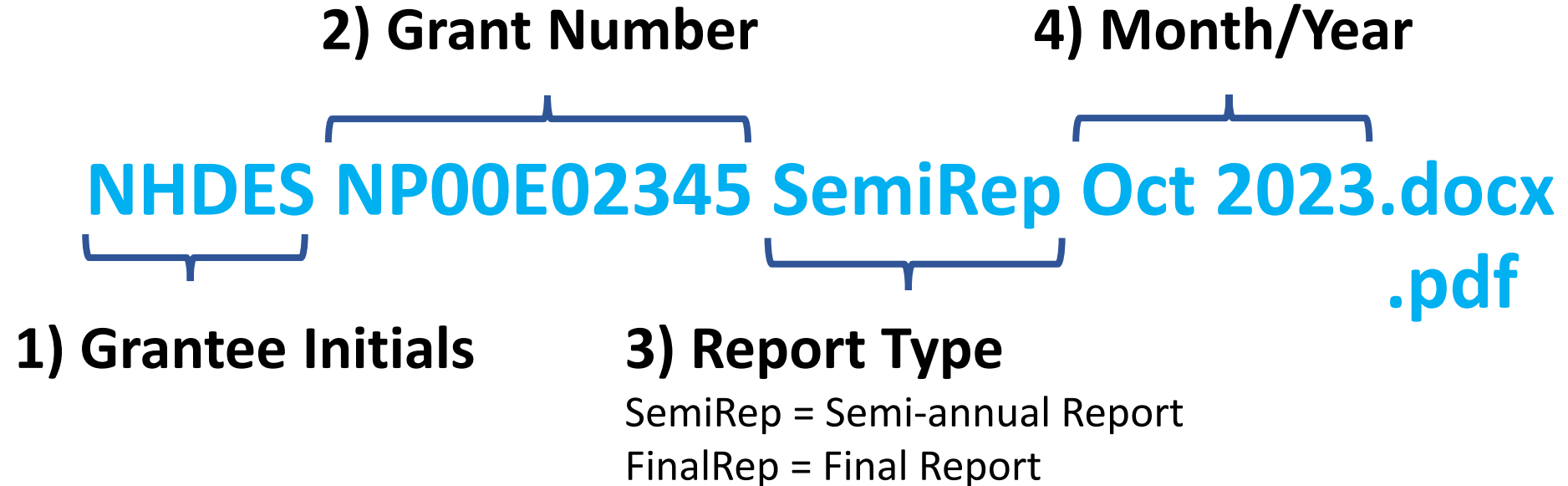
Getting Started Grant Project Data Aggregate Results Sample Facility **Facility 1** Facility 2 Facility 3

For Leadership Program, report the year the participant reported to your program

For training, webinars, or workshops, enter the date of FOLLOW-UP

5

Sample File Name: Narrative Report (Word file)



Questions?

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Kathy Davey

Davey.kathy@epa.gov

