FEDERAL AGENCY: U.S. Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention, Office of Pollution Prevention and Toxics

FUNDING OPPORTUNITY TITLE: FY 2023 – FY 2024 Pollution Prevention Grants: Environmental Justice in Communities

ANNOUNCEMENT TYPE: Request for Applications (RFA) Amendment No. 1

FUNDING OPPORTUNITY NUMBER: EPA-I-OCSPP-OPPT-FY2023-001

ASSISTANCE LISTING NUMBER: 66.708

DATE: April 25, 2023

SUMMARY: This notice amends the language provided under Threshold Eligibility Criteria #6.

Amended language to Threshold Eligibility Criteria #6 can be found on page 12 and reads:
Application Submission Information Through Grants.gov: Application information must be submitted electronically through Grants.gov as stated in Section IV of this announcement (except in limited circumstances where another mode of submission is specifically allowed for as explained in Section IV and Appendix E) on or before the submission deadline. Applicants are responsible for following the submission instructions in Section IV of this solicitation to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.

FEDERAL AGENCY: U.S. Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention, Office of Pollution Prevention and Toxics

FUNDING OPPORTUNITY TITLE: FY 2023 – FY 2024 Pollution Prevention Grants: Environmental Justice in Communities

ANNOUNCEMENT TYPE: Request for Applications (RFA). This is the initial announcement for this funding opportunity.

FUNDING OPPORTUNITY NUMBER: EPA-I-OCSPP-OPPT-FY2023-001

ASSISTANCE LISTING NUMBER: 66.708

KEY DATES:

March 8, 2023	**RFA OPENS**
March 21, 28, and 30, 2023	**GENERAL INFORMATION SESSIONS**
March 23, 2023	**INFORMATION SESSION FOR TRIBES**
June 6, 2023	**RFA CLOSES – APPLICATIONS ARE DUE BY 11:59 PM (EDT)**
September 30, 2023	**ANTICIPATED NOTIFICATION OF FUNDING SELECTION**
October 30, 2023	**ANTICIPATED AWARD**

APPLICATION SUBMISSION DEADLINE: EPA will receive applications electronically through Grants.gov. **Applications will be electronically date and time stamped. Please refer to Section IV** of this announcement for full information on the submission process. Applications must be submitted by June 6, 2023 to be considered for funding.

CONTENTS BY SECTION

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. **Background:** Applicants are strongly encouraged to read this announcement in its entirety. It provides important information on the goals and priorities of the program, explains statutory program requirements, explains criteria used to evaluate and score grant applications, and explains agency grant policies and procedures.

In addition to this RFA, EPA is publishing a second Pollution Prevention (P2) Environmental Justice (EJ)-focused grant RFA in FY 2023 using funds authorized under the Infrastructure Investment and Jobs Act of 2021 (IIJA) under the title, "FY 2023 – FY 2024 Pollution Prevention Grants: Environmental Justice Through Safer and More Sustainable Products." The second RFA describes a funding opportunity for state and tribal programs to provide P2 technical assistance to businesses to improve human health and the environment in disadvantaged communities by increasing the supply, demand and/or use of safer and more sustainable products, such as those that are certified by EPA's Safer Choice program, or those that conform to EPA's Recommendations for Specifications, Standards and Ecolabels for Federal Purchasing (EPA Recommendations). **These two RFAs have <u>no</u> cost-share requirements (zero match required) and will not be eligible for inclusion in performance partnership grant (PPG) agreements**. For more information on this second P2 grant announcement, see EPA's P2 Grant Program page.

Applicants are welcome to apply to one or both RFAs. However, applicants should clearly indicate that the work described in each application and workplan is either separate from or in addition to the work described in the application and workplan submitted under the other P2 grant announcement. If applicants apply to both RFAs, the work described in each application should be self-contained and implementable as proposed. The work in one proposal should not be dependent on the work proposed in the other proposal, which might not be selected for funding.

FUNDING AND AWARDS: The total estimated funding for this competitive opportunity is approximately $8 million to be awarded in 2023. Individual grant awards may range from $100,000 to $800,000 for the funding period, or up to $1.2 million for multi-state or multi-tribal projects. EPA will fund awards in the form of grants or cooperative agreements under the authority of the Pollution Prevention Act of 1990 (PPA) Section 6605. See **Section II** of this announcement for more information.

B. **Programmatic Description:** This grant opportunity is announced under the authority of the PPA and is funded by IIJA. EPA is announcing a two-year competitive funding opportunity for awards to eligible entities, including: the fifty states, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, any territory or possession of the U.S., any agency or instrumentality of a state or tribe, including colleges and universities,[1] and federally recognized tribes and intertribal consortia. Applicants are strongly encouraged, but not required, to develop partnerships where they can strengthen their ability to provide P2 technical assistance to businesses[2] in disadvantaged communities, which are communities that are marginalized, underserved and overburdened by pollution.[3]

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[1] Colleges or universities that are agencies or instrumentalities of a state government and/or federally recognized tribe are eligible. Colleges and universities must be chartered, commissioned, or publicly-owned/operated by the state or tribe in order to be deemed eligible.

[2] For the purposes of this announcement, the term "businesses" may represent for-profit or not-for-profit entities.

[3] Biden Administration **Justice40** initiative.

The goal of this grant opportunity is to address environmental justice priorities and improve human health and the environment in disadvantaged communities by providing P2 technical assistance to businesses (e.g., information, training, expert advice) on source reduction, also known as pollution prevention (P2). Implementing P2 approaches can help businesses reduce the use and release of hazardous substances that can adversely impact human health and the environment while at the same time help businesses save money by reducing their resource use, expenditures, waste, and liability costs. P2 approaches can particularly address harmful chemical exposures and impacts on human health and the environment in disadvantaged communities. Therefore, EPA views these grants as a component of the Biden Administration **Justice40** Initiative, which is designed to assure that 40 percent of the overall benefits of certain Federal investments flow to disadvantaged communities.

To allow a greater number of disadvantaged communities to benefit from the results and lessons learned from projects funded by these grants, EPA is requiring recipients to develop P2 case studies on approaches that address environmental and human health concerns in disadvantaged communities, where the approaches are new, not widely known or adopted, or where the recipient believes detailed information on the project could support more widespread project replication. Recipients must develop at least one case study during the grant period. Case studies submitted by recipients will be used to build and share a body of knowledge about P2 approaches to address human health and the environment in disadvantaged communities that could be implemented by other enterprises. In addition to case studies, EPA also encourages other means to document and widely share projects and lessons learned through the technical assistance provided through these grants (e.g., outreach, training, and videos). Guidance for developing these case studies can be found in **Appendix B**.

C. **Statutory/Regulatory Authority Criteria:** Pursuant to Section 6605(b) of the PPA and EPA's P2 regulations at 40 CFR 35.342 and 35.661, a P2 grant application must address at least one of the following:

1. Makes specific technical assistance available to businesses seeking information about source reduction opportunities, including funding for experts to provide on-site technical advice to businesses and to assist in the development of source reduction plans;

2. Targets assistance to businesses for whom lack of information is an impediment to source reduction; or

3. Provides training in source reduction techniques. Such training may be provided through local engineering schools or other appropriate means.

D. **Pollution Prevention Definition:** The PPA, section 6603(5)(A), defines source reduction, also called pollution prevention or P2, as any practice which reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling of discarded material, treatment, or disposal; and reduces the hazards to public health and the environment associated with the release of those substances, pollutants, or contaminants. EPA has also interpreted P2 to include practices that may protect natural resources through conservation methods, or in-process recycling (i.e., process improvements to reuse materials within the same business in the production process). Reducing the amount of pollution in the environment means producing less waste to control, treat, or dispose. Less pollution means fewer hazards posed to public health and the environment. P2 practices may involve but are not limited to: making equipment or technology modifications to reduce the amount of chemicals used or released into the environment, using environmentally preferable materials to reduce or eliminate the use of raw materials or more hazardous chemicals, making process or procedure modifications to conserve energy or natural resources, reformulating or redesigning products to reduce or eliminate hazardous materials or pollutants, retooling/retrofitting (accessorizing) equipment or improving

inventory control to reduce the likelihood of the release of pollutants. See **Appendix A** for examples of P2 approaches and technical assistance projects that can benefit disadvantaged communities.

E. **Practices that are not P2:** As described in the PPA section 6603(5)(B) and 40 CFR 35.343 and 35.662, P2 does not involve practices which alter the physical, chemical, or biological characteristics or the volume of a pollutant, hazardous substance or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or in providing a service. Technical assistance on practices that are not considered P2 cannot serve as the basis for P2 grant funding. These non-P2 practices include: recycling of discarded materials, waste clean-up, disposal activities, managing or processing of non-hazardous solid waste (e.g., paper, cardboard, glass, plastics), and the implementation of Lean manufacturing activities that do not involve reductions in the use/release of hazardous substances, pollutants, contaminants, greenhouse gas releases or water use. If any of these activities represent more than a small and ancillary part of the proposed project, EPA will not consider the application for an award. For assistance with recycling of discarded materials, waste clean-up, disposal and management or processing of non-hazardous solid waste activities, please refer to EPA's Reduce, Reuse, Recycle website.

F. **Environmental Justice (EJ) Definitions:** EPA views these grants as a component of the Biden Administration Justice40 Initiative, which is designed to assure that "40 percent of the overall benefits of certain Federal investments flow to disadvantaged communities that are marginalized, underserved and overburdened by pollution."[4]

Environmental justice is defined by the EPA as the *fair treatment* and *meaningful involvement* of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies. *Fair treatment* means that no one group of people, including racial, ethnic, or socioeconomic groups, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local and tribal environmental programs and policies. *Meaningful involvement* means that: people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public's contribution can influence the regulatory agency's decision; community concerns will be considered in the decision-making process; and decision makers will seek out and facilitate the involvement of those potentially affected.

Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, issued on January 27, 2021, affirmed the Administration's commitment to advancing environmental justice by creating the Justice40 Initiative. The Justice40 Initiative establishes a goal that 40 percent of the overall benefits of certain federal investments—including those in climate change; clean energy and energy efficiency; clean transit; affordable and sustainable housing; training and workforce development; the remediation and reduction of legacy pollution; and the development of critical clean water infrastructure—flow to disadvantaged communities. In addition, Section 219 of the Executive Order stressed that environmental and economic justice are key considerations to factor into governmental decision-making and that transforming disadvantaged communities—historically marginalized, underserved, and overburdened—into healthy, thriving communities, and undertaking robust actions to mitigate climate change while preparing for the impacts of climate change across rural, urban, and Tribal areas are governmental priorities. The Executive Order also called for making environmental justice part of Agency missions by developing programs, policies, and activities to address the disproportionately high and adverse human health, environmental,

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[4] Biden Administration **Justice40** (J40) Initiative. Further information on Justice40 can be found in OMB's interim implementation guidance for the Justice40 Initiative (M-21-28).

climate-related and other cumulative impacts on disadvantaged communities, as well as the accompanying economic challenges of such impacts.

To address EJ and meet the goals of the Justice40 Initiative, EPA is issuing this grant solicitation requesting applications for P2 projects that address environmental or public health concerns in disadvantaged communities. For the purposes of this grant, a community can be characterized by a particular geographic area and/or by the relationships among members with similar interests and can be characterized as part of a broader national or regional community where organizations can be focused on the needs of urban, rural, and/or tribal areas, workers, displaced workers, children with high levels of lead, asthmatics, subsistence fishers, and other similar groups. These projects will help transform these disadvantaged communities into healthy, thriving communities capable of addressing the environmental and public health challenges they have historically faced, as well as current and future challenges.

Disadvantaged communities can be identified through The Climate and Economic Justice Screening Tool (CEJST), which is a geospatial mapping tool developed by CEQ and using Supplemental Indexes available in both:

- The EPA's EJScreen tool, which is a tool that combines environmental and socioeconomic indicators in maps and reports; and,
- The P2 EJ Facility Mapping Tool, which allows users to identify industrial businesses located in or adjacent to US Census tracts that meet the EJ socioeconomic indicators featured in EJScreen and the P2 EJ Facility Mapping Tool.

Applicants may use other approaches and demographic indicators for identifying disadvantaged communities that may be appropriate for their state but must specify those approaches in their grant applications. *Applicants from federally recognized tribes and intertribal consortia will automatically be given full credit in the merit evaluation criteria for community identification and do not need to provide details on their identification process.*

Where appropriate and feasible, EPA encourages applicants to design their projects to incorporate opportunities for meaningful community engagement to consider and address community concerns.

G. **Technical Assistance (TA) Approaches:** All applications must describe how the P2 technical assistance will be provided to businesses and how that approach will encourage adoption of practices that will support the EJ goals of this grant program by improving human health and the environment in disadvantaged communities. Approaches may include but are not limited to those listed below. Additional examples can be found in **Appendix A**.

1. **Targeted Technical Assistance:** Using the P2 EJ Facility Mapping tool or other approaches to target business establishments located in or adjacent to disadvantaged communities, AND use any of the technical assistance approaches described below.
2. **On-site Technical Assistance:** Conducting technical assistance on source reduction practices at businesses that can improve human health and the environment in disadvantaged communities.
3. **Off-site Technical Assistance:** Providing information on P2 practices to businesses remotely, such as by phone, video conferencing, e-mail or through on-demand video instruction.
4. **Safer Chemical Substitution:** Helping businesses assess and redesign their operations, processes and supply-chain practices to replace harmful toxic chemicals with safer chemical alternatives.

5. **Training:** Developing and conducting training for businesses in disadvantaged communities on P2 practices.
6. **Community-based P2:** Establishing community organization partnerships to identify businesses in the community who are receptive to receive P2 technical assistance. Convening meetings with businesses and members of the disadvantaged communities to identify environmental and human health issues that could be addressed through the adoption of P2 practices by businesses, and then working with businesses to adopt those P2 approaches.

H. **Engaging Partners in Technical Assistance:** Applicants are strongly encouraged, but not required, to develop partnerships where they can strengthen their ability to provide P2 technical assistance to businesses in disadvantaged communities.[5] Applications will be evaluated on the extent they leverage expertise through partnerships or describe why partnerships are not needed for the proposed work (see **Section V**). Establishing partnerships may bring expertise, form relationships and/or enhance and expand the quality of the resources applied to the applicant's grant project. One tool that may be useful for identifying potential partners is EPA's P2 Technical Assistance Resources. Developing these types of engagements may help to improve the proposed project's human health and environmental outcomes and/or community involvement. Partnerships may include, but are not limited to, university-based technical assistance and cooperative extension programs, environmental assistance programs offered within a State, Tribe or community, local governments, nonprofit or for-profit organizations, businesses, organizations representing disadvantaged communities to ensure equity in participation and others. Partnerships may also include, but are not limited to: trade organizations; federal programs; EPA's Small Business Environmental Assistance Programs (SBEAPs); the Department of Commerce's National Institute of Standards and Technology (NIST) Manufacturing Extension Partnership Program and the Department of Energy's (DOE) Industrial Assessment Centers. *Note: Engaging in partnerships to help carry out project tasks will not absolve applicants of their legal obligations to comply with applicable agency guidance and regulatory provisions, including competitive procurement, if applicable.*

I. **Linkage to EPA Strategic Plan and Goals:** Application narratives must explain how the work proposed will support the EPA Strategic Plan goal and objective identified below. Pursuant to Section 6a of EPA Order 5700.7A1, "Environmental Results under EPA Assistance Agreements," EPA must review the linkage of proposed applications with the Agency's Strategic Plan. The grants and cooperative agreements funded under this announcement will need to support EPA's FY 2022-2026 Strategic Plan (https://www.epa.gov/planandbudget/strategicplan), under Goal 7: Ensure Safety of Chemicals for People and the Environment, Objective 7.2: Promote Pollution Prevention.

The program anticipates that assistance agreements (grants and cooperative agreements) awarded under this announcement will achieve the Agency's goals and objectives for P2 by addressing the required output and outcome performance measures provided directly below in **Section I.J**.

J. **Measuring and Reporting Environmental Results: Output & Outcome Performance Measures:** Pursuant to Section 6a of EPA Order 5700.7A1, "Environmental Results under EPA Assistance Agreements," EPA requires that grant applicants and recipients describe environmental outputs and

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[5] If partnerships will involve contracts and/or subawards, applicants are strongly advised to consult the applicable rules for using contracts and issuing subawards in federal assistance agreements. Applicants will find a discussion of the applicable rules in *Section IV of the EPA Solicitation Clauses* website at: https://www.epa.gov/grants/epa-solicitation-clauses. For additional information, applicants may consult the P2 Grant Programs' List of Frequent Questions here.

outcomes. Outputs are activities, efforts, and/or associated work products related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. Outcomes are the results, effects or consequences that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective (e.g., reduction in pounds of hazardous material used and of hazardous substances, pollutants and contaminants released, reductions in gallons of water used). Within the project narrative, applicants must provide an estimate of expected outputs and outcomes, as well as a plan for measuring and reporting outputs and outcomes during the grant period.

1. **Requirements for Estimating Outputs and Outcomes:** Grant applicants must describe and estimate their expected outputs and, to the maximum extent practicable, their expected outcomes as described below in **Section I.J.2**. Applicants may also include additional output and outcome measures if they choose. To estimate anticipated outcomes, applicants may use one or more of EPA's P2 calculators on the EPA P2 website (click on "Calculators to Measure Outcomes"), or may use other methodologies provided those methodologies are described and referenced in the project narrative.

2. **Requirements for a Reporting Plan:** Applicants must provide a comprehensive plan for gathering data and reporting on the required outputs and outcomes for each business establishment[6] receiving P2 technical assistance as listed below and described in **Section VI.C.3**. Recipients may also report additional output and outcome measures if they choose.

   Within the plan, applicants should describe the approach that will be used to document the P2 recommendations provided to each business establishment and the approach used to follow up with each business to determine what P2 recommendations were implemented and what outcomes resulted from that implementation. Applicants should also describe how this information will be documented and reported to EPA.

   EPA encourages applicants to specify that outputs and outcomes will be reported to EPA in table or spreadsheet form. For the convenience of the recipients, Excel spreadsheet reporting template(s) are available on EPA's P2 Program Grant Reporting page. Although the use of these Excel spreadsheets is currently not required, applicants should consider referring to these templates in their Reporting Plans as their planned method to collect, document and submit the required reporting to EPA. EPA will use this required reported information to determine if workplan requirements are being met and to build a repository of P2 practices that can be widely shared and replicated. Use of the optional Excel spreadsheets will help EPA make the most effective use of the reporting provided.[7]

   a. **Required P2 Output Measures:** Applicants must estimate and provide a comprehensive plan for gathering data and reporting the following recipient activities expected as a result of grant technical assistance activities:

      i. Number of businesses provided P2 technical assistance to improve human health and/or the environment in disadvantaged communities.
      ii. Percent of businesses provided P2 technical assistance that the recipient follows up with (e.g., phone call, visit, letter, or email) to determine which P2 practices were implemented (should be 100%).

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[6] Past P2 Grant RFAs referred to business establishments as "facilities."

[7] EPA is developing an online grant reporting database that will be required for reporting once the database is completed and posted.

iii. Percentage of businesses that implement at least one new P2 practice to improve human health and/or the environment in disadvantaged communities as a result of the technical assistance provided by the recipient.

iv. Number of case studies developed to document the projects and approaches used to improve human health and the environment in disadvantaged communities. Minimum must be at least one case study.

v. Number of outreach activities and informational materials (i.e., webinar postings, video postings, mass mailings or other outreach) that widely share P2 practices and P2 documentation products implemented through the grant.

    o If known, number of businesses impacting disadvantaged communities exposed to or reached by the amplification activities and products.

b. **Optional P2 Output Measures:** In addition to the required output measures discussed above, grant applicants may also include additional project outputs in their plan, such as:

i. Number of trade associations enlisted as partners.

ii. Number of community organizations enlisted as partners.

iii. Number of workshops, trainings and courses conducted, and number of businesses attending.

c. **Required P2 Outcome Measures:** Applicants must estimate and provide a comprehensive plan for gathering data and reporting the outcomes from the P2 TA provided as applicable to the proposal. Outcomes should be estimated to reflect annual totals expected to be achieved. Zero values should be used if there are no results expected for a measure, and N/A should be used if the measure is not appropriate for a proposed project.

Note: Recipients **should not work with businesses that are not willing to provide information to support these measures.** Recipients may omit the affiliated business name and location if a business has confidentiality concerns with providing the information needed for the required reporting.

i. Annual reduction in pounds of hazardous materials used and of hazardous substances, pollutants and contaminants released at each business establishment impacting disadvantaged communities.

ii. Annual reductions in metric tons of carbon dioxide equivalent ($MTCO_2e$) at each business impacting disadvantaged communities.

iii. Annual reductions in gallons of water used at each business impacting disadvantage communities.

iv. The annual dollar savings associated with implementing P2 actions at each business impacting disadvantaged communities.

K. **Additional Provisions for Applicants Incorporated into the Solicitation:** Additional provisions that apply to this solicitation and award of assistance agreements (grants or cooperative agreements) anticipated under this solicitation, include, but are not limited to: confidential business information, proposal assistance and communication with prospective applicants, System of Award Management unique entity identifier, disputes, grant performance reporting, using contracts and subawards under assistance agreements and many others. These provisions can be found on *EPA's Solicitation Clauses* website and are critically important for applying and receiving funding under this announcement. Applicants will need to review them when preparing applications under this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contacts listed in **Section VII** of this solicitation to obtain the provisions.

SECTION II. AWARD INFORMATION

A. **Number of Expected Awards and Funding Amounts:** The total funding under this competitive opportunity is approximately $8 million, to be awarded in 2023 for projects with a two-year funding period. This estimate is based on funding which is not guaranteed and may change. EPA anticipates that approximately 25 grant awards will be selected, which may be in the range of $100,000 to $800,000 for projects conducted within a single state or tribe, or up to $1.2 million for multi-state or tribal projects.[8] **Awards will be funded in full upon issuing the assistance agreements.** EPA will release awards in the form of grants or cooperative agreements under the authority of Section 6605 of the PPA of 1990 and IIJA. **As provided in IIJA, recipients will <u>not</u> be expected to provide funds to match the federal award.**

The recipient's budget and workplan may set aside funds from the two-year award for an optional third-year to obtain and report the required information as described in **Section VI.C.3** of this RFA and developing case studies.

The number and dollar amount of P2 grants issued will depend upon the factors noted above including funding availability, Congressional appropriations, satisfactory performance, the quality of applications received, and other applicable considerations. Funding is not guaranteed. EPA anticipates that final selections will be made 180 days after this announcement is published. EPA reserves the right to reject all applications and issue no awards or issue fewer awards than anticipated, under this solicitation. All awards will be consistent with applicable EPA regulations and grant policies. In addition, EPA reserves the right to issue additional awards under this announcement, if additional funding becomes available. Any additional awards will be made no later than six months from the date of the original selections.

B. **Partial Funding:** In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicant or affect the basis upon which an application or a portion thereof was evaluated or selected for an award, therefore maintaining the integrity of the competition and selection process.

C. **Funding Agreement Types:** Successful applicant(s) will be issued funds in the form of a grant or cooperative agreement under the authority of PPA Section 6605 to cover a two-year funding period[9] as appropriate. Awards will be funded in full upon issuing the assistance agreements. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the recipient's performance of the project. EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process. Federal involvement may include close monitoring of the recipient's performance; collaboration during the performance of the scope of work; in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review of proposed procurements, reviewing qualifications of key personnel, and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of

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[8] Recipients may partner with other states, tribes, and/or work across state boundaries

[9] Awardee budgets and workplans may set aside funds from the potential two years of federal funding to allow time for a third year to perform the required follow-up with facilities for reporting and developing case studies.

reports rests with the recipient. For more information see: https://www.epa.gov/grants/epa-funding-instruments-and-authorities.

SECTION III. ELIGIBILITY INFORMATION

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses.

A. **Eligible Applicants:** Section 6605 of the PPA and applicable parts of 40 CFR Part 35, Subparts A and B (40 CFR 35.340 et seq. and 35.660 et seq.) authorize EPA to award grants and/or cooperative agreements to the fifty states, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, any territory or possession of the U.S. (40 CFR 35.345), any agency or instrumentality of a state or tribe, including colleges and universities, federally recognized Indian tribes that meet the requirements as described in 40 CFR 35.663, and Intertribal Consortia that meet the requirements in 40 CFR 35.504.[10] Colleges and universities must be chartered, commissioned or publicly-owned/operated by the state or the federally recognized tribe in order to be eligible. Colleges and universities must include documentation within their applications, which may include, but is not limited to a: state constitutional reference, college/ university charter, or a W-7 tax form that has confirmed the college or university to serve as an instrumentality of a state or a federally recognized tribe. EPA strongly encourages minority serving institutions (MSIs) that meet the eligibility criteria to apply for these grants. *Note: Local governments, private universities, for-profit organizations, nonprofit organizations, private businesses, and individuals are not eligible to apply for funding under this announcement but can partner with eligible applicants.*

B. **Cost Sharing and Matching Requirements:** There is no cost share/match requirement under this program as authorized under IIJA – Pub. L. 117-58, 135 Stat. 1404.

C. **Performance Partnership Grant (PPG) Agreements:**
Because of the budget accounting that is required for IIJA-appropriated funds, assistance agreements issued under this program are ineligible for inclusion in PPGs.

D. **Threshold Eligibility Criteria:** Each application must meet the Threshold Eligibility Criteria provided below at the time of submission in order to be considered for funding. These are requirements that, if not met by the time of submission, will result in elimination of the application from being considered for funding. Only applications from eligible entities (**Section III.A**) that meet all threshold eligibility criteria will be evaluated against the merit evaluation criteria in **Section V.A** of this RFA. If applications are deemed ineligible for funding consideration as a result of the threshold eligibility review, the applicants will be notified within 15 calendar days of the ineligibility determination.

1. **Statutory Criteria:** Applications must adhere to the statutory criteria of P2 grants by addressing one or more of the Statutory/Regulatory Authority Criteria in **Section I.C** and the definition of P2 in **Section I.D**. The focus of work described in applications must provide technical assistance to businesses, such

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[10] Under this grant program, federally recognized tribes and intertribal consortia are not required to have "treatment in a manner similar to a state" (TAS) authorization in order to apply or receive grant funding. The requirements as noted in the code of federal regulations (CFR) and in the preamble to 40 CFR Part 35 provide that the grant program shall have the authority and discretion to evaluate based on the merit evaluation criteria the extent to which federally recognized tribes or intertribal consortia have the capacity to successfully execute the proposed grant activities.

as providing information, training, or expert advice. For the purposes of this announcement, the term "businesses" may represent for-profit or not-for-profit entities. Non-P2 technical assistance to businesses may only represent a small and ancillary part of the proposed work and must be funded from other sources that will support the P2 grant. If applications include ineligible tasks or activities (i.e., those not considered to be pollution prevention/source reduction, or P2 technical assistance to business) then those activities may be found ineligible for funding and may, depending on the extent of the ineligible activities, render the entire application unsuitable for funding.

2. **Improve Human Health and the Environment for Disadvantaged Communities:** Applications must describe how the project being proposed will identify disadvantaged communities as described in **Section I.F** and how the project will address human health and environmental concerns in those communities. *NOTE: Applications from federally recognized tribes and intertribal consortia will not need to demonstrate a focus on disadvantaged communities but will need to demonstrate how the project will improve human health and the environment for the tribe.*

3. **Link to EPA Strategic Plan:** Applications must specify how the grant activity links to and supports the goal and objective of EPA's FY 2022-2026 Strategic Plan for P2 and must explain how the grant activities will support expected outputs and outcomes – **Section I.I** and **Section I.J**.

4. **Eligibility:** Applications must be from eligible applicants –**Section III.A**.

5. **Submission Instructions:** Application packages must substantially comply with the submission instructions and requirements set forth in **Section IV.D** of this announcement in order to be considered for funding or else they will be rejected. Where a page limit is indicated for the workplan narrative section of the application, pages in excess of the **15-page** limitation will not be reviewed.

6. **Application Submission Information Through Grants.gov:**Application information must be submitted electronically through Grants.gov as stated in Section IV of this announcement (except in limited circumstances where another mode of submission is specifically allowed for as explained in Section IV and Appendix E) on or before the submission deadline. Applicants are responsible for following the submission instructions in Section IV of this solicitation to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.

7. **Meet Deadline:** Applications submitted outside of Grants.gov will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA mishandling or technical problems associated with Grants.gov or SAM.gov. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a submission outside of Grants.gov.

SECTION IV. APPLICATION SUBMISSION INFORMATION

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses.

A. **Grants.gov Submission Instructions:** Complete application instructions for applying through Grants.gov can be found in **Appendix E** of this announcement.

B. **Application Submission Deadline:** The submission deadline is **June 6, 2023 11:59 pm (EST).** To apply, the applicant's Authorized Organizational Representative (AOR) must submit a complete application package electronically to EPA through Grants.gov (https://www.grants.gov). Instructions for applying through Grants.gov are provided in **Appendix E** of this announcement.

   Please reserve enough time to successfully submit your application in the event unexpected errors require you to resubmit your application.

   Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not Grants.gov) within 30 days of the application deadline, please contact the EPA representative listed in **Section VII**. Failure to do so may result in your application not being reviewed.

C. **Prior to Applying through Grants.gov – Applicants must:**

   1. Designate an AOR as the individual who will submit the application through Grants.gov.
   2. Be registered and have an active SAM account (https://sam.gov) to apply for federal assistance.
   3. Be registered in Grants.gov (https://www.grants.gov/).

   Note: The registration process for applying through Grants.gov **may take a month or more to complete**. **Please register early**. The electronic submission of your application must be made by the AOR of the organization who is registered with Grants.gov and is authorized to sign applications for federal funding assistance. If you do not have the technical capability to apply electronically through Grants.gov because of limited or no Internet access which prevents you from being able to upload the required application materials to Grants.gov, an alternate submission exception request may be made – see **Appendix E** for instructions.

   If you submit more than one application for the identical project (either in error or to replace a previously submitted application), EPA will only review the most recently submitted application, unless you notify Bridget Kelly (kelly.bridget@epa.gov) and specify which application you want EPA to review.

D. **Content and Forms for Application Submission:** Submit *all* materials as described below. Please see **Appendix E** of this announcement for instructions on how to submit your application on Grants.gov.

   1. **Mandatory Forms and Documentation:** Instructions for *preparing* forms are provided under item **#3** below. Please see **Appendix E** of this announcement for instructions on *submitting* your application.

      a. Standard Form 424 – Application for Federal Assistance (SF-424).
      b. Standard Form 424A, Budget Information – Non-Construction Programs.
      c. EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance.

d. EPA Key Contacts Form 5700-54.

e. Project Narrative Attachment Form: This online form is requested as part of your Grants.gov application package. This is a blank form used by Grants.gov. It creates a drop space to upload and attach your Project Narrative. You will use this form to attach your Project Narrative. The Project Narrative should contain the following: a cover page sharing contact details, responses to threshold criteria, merit evaluation criteria responses and a timeline. All items described above should be **15-pages or less**. To help organize your Project Narrative, see **Section IV.D.3.f** below.

f. Budget Table: The table should clearly illustrate your budget cost categories. The budget table should be uploaded as a separate document using the "Other Attachment Form" **and will not count toward the 15-page Project Narrative page limit.**

2. **Optional Documents:** The following documentation, while not required, is encouraged to be submitted, and will not count toward the 15-page limit for the Project Narrative:

    a. **Letters of Support:** Describe the community organizations and other partner organizations that will be engaged in the project and the service(s) they will provide to help carry out and enhance the project activity.

    b. **Staff resumes:** Reflect the knowledge, experience and/or expertise to conduct proposed work.

    Note: Please attach optional documents to the "Other Attachment Form" provided within Grants.gov.

3. **Instructions for Preparing Mandatory Forms and Documentation**:

    a. **SF-424, Application for Federal Assistance:** To properly prepare and submit this form – Existing and new SAM.gov registrants will be assigned a free SAM-issued Unique Entity Identifier (UEI).

    b. **SF-424A, Budget Information, Non-Construction Programs:** Prepare form as indicated to address the budget categories of grant work. NOTE: The dollar totals on the SF-424, SF-424A, and the detailed budget submitted as part of the narrative proposal **MUST** all be the same.

    c. **EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance:** Prepare form as indicated.

    d. **Key Contacts Form (5700-54):** Identify key personnel who will file and manage the paperwork, fund activities and direct funded work.

    e. **Budget Table:** Applicants should provide a budget table to illustrate project cost categories using the example in **Appendix D.** The budget table should be uploaded as a separate document on Grants.gov and will not count toward the 15-page limit.   The budget must account for two years of federal grant funding with an optional third year to perform follow-up to determine P2 implementation for reporting and to develop case studies. Applicants should consider the costs of the entire project implementation including reporting on P2 outcome and output measures, following up on P2 implementation, and developing cases studies. Budgets are expected to include expenses to travel and attend national and regional EPA P2 Grantee meetings. The budget totals provided here MUST match the funds requested on the SF424 and the SF424A. Applicants should itemize costs using the budget categories and guidance shared in **Appendix D** and outlined in the project narrative.

    f.   **Project Narrative:**

        i. **Project Narrative Components:** The project narrative should include three components:

            o   A 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;

o   Demonstration of the following threshold criteria: **s**tatutory criteria; improve human health and the environment for disadvantaged communities and link to EPA strategic plan for P2 (**Section III.D**); and

o   Responses to **all** merit evaluation criteria (**Section V.A**)

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. The budget table described above in **Section IV.D.3.e** should be uploaded as a separate document on Grants.gov and will not count toward the 15-page limit

ii.   **Additional Merit Evaluation Criteria Guidance for the Narrative:** When responding to evaluation criteria, refer to **Section V.A**. Additional language is provided below for the criteria related to past performance, timeline and budget:

o   **Past Performance:** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe:

▪   whether, and how, you were able to successfully complete and manage those agreements; and

▪   your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements; and

▪   your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

In evaluating applicants under these factors, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

o   **Timeline**: The timeline must include the following components: project tasks; anticipated dates (from start to completion of each task); milestone markers (including the timing and approaches used to follow up with business); development of case studies and other outreach materials and a brief explanation for achieving project goals and objectives by the end of the project.

o **Budget Description:** Applicants should provide further detail on any contracts and subawards that have been budgeted (including the types of activities that will be supported and procurement plan), any program income generated through the work, and a brief description of the intended use of any equipment or supplies budgeted. Please see the Budget Guidance in **Appendix D** for more details on which costs should be explained.

iii. **Project Narrative Example:** A Project Narrative Example is included in **Appendix C.** Applicants are encouraged, but not required, to use this Project Narrative Example to assure that the three components of the Project Narrative listed above (cover page, threshold criteria demonstration and merit evaluation criteria responses) are effectively addressed and organized within their project narrative submission. Use of the example will also help expedite EPA's review and scoring of your grant application. The Project Narrative Example is also available for download on the P2 Grant website as an editable Microsoft Word document, which will allow users to enter their narrative in expandable sections. Applicants are encouraged to convert the final Project Narrative file to pdf prior to submitting their grant applications. **Applicants that do not use the project narrative example will not be penalized.**

E. **Opportunity for Questions and Answers Regarding this Announcement:** EPA's national P2 Program will host informational webinars for potential applicants and interested stakeholders on this announcement. The webinars will be held from 2:00 -3:30 PM (EDT) on the following dates: March 21, 28 and 30, and on March 23 for tribal entities.

To register, please go to:
March 21, 2-3:30 EDT: https://www.zoomgov.com/webinar/register/WN_FDKAxIk9QiWRMifUQ4yB1Q
March 23, 2-3:30 EDT (for tribal entities):
https://www.zoomgov.com/webinar/register/WN_oZBi17Q2TGqJWZH4JEQUuA
March 28, 2-3:30 EDT: https://www.zoomgov.com/webinar/register/WN_h8bRj2J_TWyvqDiCrfptMw
March 30, 2-3:30 EDT: https://www.zoomgov.com/webinar/register/WN__usloHvnQrqU7RiN2qEzyw

For each webinar, attendees are advised to connect five minutes prior to the scheduled time indicated to ensure proper connection. The webinar link works best when using the Google Chrome browser. Connection problems may result when using Internet Explorer or Microsoft Edge. For those unable to attend, a recording of the webinar will be posted to EPA's Pollution Prevention Grant Program website. For details on the types of questions EPA can respond to, please refer to the grant solicitation clause on Pre-Proposal/ Application Assistance and Communication.

Additionally, interested applicants are strongly encouraged to reference the P2 Grant Program's List of Frequent Questions that provides questions and answers on P2 grants. Please refer to EPA's P2 Grant Program web page for information: https://www.epa.gov/p2/grant-programs-pollution-prevention.

SECTION V. APPLICATION REVIEW INFORMATION

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses.

Only eligible entities whose complete applications meet the threshold eligibility criteria in **Section III.D** of this announcement will be reviewed against the merit evaluation criteria provided below. Each application will be

rated using the points-scale system described below. Applications will be evaluated based on a maximum total of 100 points.

EPA will review project narratives for clarity, concise form, logical flow of information and clear responsiveness to all merit evaluation criteria. To assist EPA reviewers, **applicants are strongly encouraged to reference the numbers and titles of the merit evaluation criteria in their project narratives to help identify where the criteria are being addressed. To help ensure applicants are addressing all merit evaluation criteria and to assist EPA review of applications, applicants are encouraged to use the Project Narrative example found in [Appendix C](#)**.

A. **Merit Evaluation Criteria**: Applications will be evaluated based on the following:

Criterion	Description	Points
1. **Strategy & Approach**	a. **Description of Proposed Project and Technical Assistance Approach.** The quality and extent to which the project narrative provides a clear description of the project, how the project is consistent with the definition of P2, and how the technical assistance will be delivered to businesses, such as through: direct on-site technical assistance to businesses; off-site or remote technical assistance to businesses; developing and delivering training courses or webinars and developing or delivering written materials or online content.	**11**
	b. **Environmental and/or Human Health Concern.** The quality and extent to which the project narrative describes the anticipated human health and/or environmental concern(s) affecting disadvantaged communities and explains in general terms how the project(s) is intended to address those concerns.	**6**
	c. **Effectiveness and Efficiency[11] of the P2 Technical Assistance Approach.** The quality and extent to which: the project narrative describes an effective and efficient approach for how the technical assistance is provided; how that approach is likely to encourage the targeted businesses to adopt P2 practices that can improve human health and the environment in disadvantaged communities and how the expected outputs and outcomes can be achieved.	**11**
	d. **Identifying Businesses Impacting Disadvantaged Communities.** The quality and extent to which the project narrative describes the methodology and criteria the applicant intends to use to identify the businesses with public health and environmental impacts on disadvantaged communities. If applicants use a methodology that is not identified in **[Section](#)**	**10**

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[11] Efficiency includes the quality and extent to which the technical assistance will be maximized to benefit many businesses.

Criterion	Description	Points
	I.F, the applicant should clearly describe how disadvantaged communities are being defined and their methodology for identifying those communities. *NOTE: Applications from federally recognized tribes and intertribal consortia do not need to demonstrate a focus on disadvantaged communities but will need to identify how the projects will have public health and environmental impacts on the tribe.*	
	e. **Engagement of Disadvantaged Communities.** The quality and extent to which the project narrative describes how they intend to engage disadvantaged communities that are expected to benefit from technical assistance provided to businesses.	**3**
	f. **Leveraging Expertise Through Partnerships.** The quality and extent to which the project narrative describes a plan to leverage the expertise of partners and stakeholders in the project or explains why partnerships are not needed for the proposed work. *NOTE: Partners may include States, Tribes, other technical assistance providers, businesses, communities, trade associations, nonprofit organizations, etc.*	**4**
	g. **Documenting P2 Best Practices.** The quality and extent to which the project narrative describes a plan to develop at least one case study and any other materials (e.g., outreach materials, videos, trainings, etc.) to document adopted P2 practices, as specified in **Section I.B** and consistent with **Appendix B**.	**9**
	h. **Amplifying P2 Best Practices.** The quality and extent to which the project narrative describes a plan and clearly demonstrates a commitment to widely share P2 best practices and outreach materials developed during the grant (e.g., webinars, toolkits, assessment checklists, training modules, videos) and share lessons learned from the grant implementation (e.g., insights, challenges, successes, recommendations) to encourage project replication.	**8**
2. **Environmental Results, Measurement, & Reporting**	Applications will be evaluated based on the quality and extent that the reporting plan provides a comprehensive and effective approach for documenting, tracking, measuring, and reporting outputs and outcomes as described in **Section I.J** and **Section VI.C.3.** The plan should include an estimate of outputs, and to the maximum extent practicable, their expected outcomes.	**14**
3. **Programmatic Capability & Environmental**	Applications will be evaluated based on their ability to manage the proposed project considering their (See NOTE at the end of this table below):	**3**

Criterion	Description	Points
Results Past Performance	a. **Project Completion.** Past performance in successfully completing and managing assistance agreements (federal and non-federal grant agreements).	
	b. **Reporting History.** History of meeting the reporting requirements under prior federal and non-federal assistance agreements, including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress toward achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not.	3
	c. **Organizational Experience and Plan.** Organizational experience and plan for timely and successfully achieving the objectives of the proposed project.	3
	d. **Staff Experience.** Staff expertise/qualifications, staff knowledge and resources or the ability to obtain them to successfully achieve the goals of the proposed project.	6
4. Timeline	Applications will be evaluated based on the quality and extent to which project narratives set forth a reasonable timeline for executing tasks associated with the project. The timeline must include the following components: project tasks; anticipated dates (from start to completion of each task); milestone markers (including the timing and approaches used to follow up with business); development of case studies and other outreach materials and a brief explanation for achieving project goals and objectives by the end of the project. *NOTE: The timeline must account for an expected two-year project period, with an optional third-year available for obtaining and reporting required information as described in **Section VI.C.3** of this RFA and developing case studies.*	3
5. Budget	a. **Budget Description.** Applicants will be evaluated based on the quality and extent to which their budget description addresses the following components: i. A description of the procedures and controls to ensure awarded grant funds will be expended in a timely and efficient manner; and ii. A description of why budget costs are integral and necessary to carry out the proposed project(s), where additional information may be needed to determine if they are eligible, adequate, reasonable and cost-effective to implement the project. For example, applicants should provide further detail on any contracts and subawards that have been	3

Criterion	Description	Points
	budgeted (including the types of activities that will be supported and procurement plan), any program income generated through the work, and a brief description of the intended use of any equipment or supplies budgeted. Please see the Budget Guidance in **Appendix D** for more details on which costs should be explained.	
	b. Budget Table. Applicants will be evaluated based on the quality and extent to which the budget table provides estimated costs (by budget category) that are eligible, adequate, reasonable and cost-effective to implement the project. *Note: The budget must account for two years of federal grant funding with an optional third year to perform follow-up to determine P2 implementation for reporting and to develop case studies. Applicants should consider the costs of the entire project implementation including reporting on P2 outcome and output measures, following up on P2 implementation, and developing cases studies. Budgets are expected to include expenses to travel and attend national and regional EPA P2 Grantee meetings.* *The budget totals provided here MUST match the funds requested on the SF424 and the SF424A. Applicants should itemize costs using the budget categories and guidance shared in* **Appendix D** *and outlined in the project narrative.*	**3**

Note: In evaluating applicants for Programmatic Capability & Environmental Results Past Performance in merit evaluation criterion #3 above, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for a. and b. of criterion 3 (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

B. Review and Selection Process:

1. **Review:** All applications received by Grants.gov by the submission deadline will first be screened by EPA staff against the Threshold Eligibility Criteria (**Section III.D**). Applications that do not meet the Threshold Eligibility Criteria and are deemed ineligible will not be evaluated further or considered for funding. Applications meeting the Threshold Eligibility Criteria in **Section III.D** will be evaluated by review panels which will include EPA headquarters and regional staff. Applications will be evaluated and ranked based on the merit evaluation criteria and point allocation scale provided in **Section V.A**.

2. **Selection:** EPA review panels will rank the applications using the evaluation scores and provide that ranked list to the Selection Official. The Selection Official may also consider geographic diversity and

P2 programmatic priorities when making final funding and selection decisions. EPA anticipates final funding decisions will be made by September 30, 2023.

SECTION VI. AWARD ADMINISTRATION INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. **Award Notification:** EPA anticipates notifications will be made via electronic mail (email) to the successful applicants by September 30, 2023. The notifications will be sent to the original signer of the application or to the project contact listed on the Key Contact form of the application package. This notification will inform the applicant that their application has been selected and is being recommended for an award, but it is not an authorization to begin work. The official notification of an award will be made by the EPA's Grants and Interagency Agreement Management Division (GIAMD) of the Office of Grants and Debarment (OGD). Applicants are cautioned that only an EPA grants officer is authorized to bind the Federal Government to the expenditure of funds. Selection of a P2 grant does not guarantee an award will be made. For example, statutory authorization questions, funding issues or other discoveries found during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided by email. The successful applicant may need to amend or submit additional documents and forms which must be approved by EPA before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

B. **Submission Requirements:** All application forms must be filled out in their entirety, prior to being considered for an award (refer to 2 CFR Part 200, as applicable).

C. **Administrative Requirements:**

1. **Awards Management:** Awards are anticipated to be issued by October 31, 2023.
   Awards issued under this announcement are subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Title 2 CFR, Parts 200 and 1500.

2. **Quality Assurance and Quality Control (QA/QC):**
   Certain quality assurance and/or quality control (QA/QC) and peer review requirements apply to the collection, monitoring, or sampling of environmental data. Environmental data are measurements or information that describe environmental processes and conditions, ecological or health effects and consequences, or the performance of environmental technology. Environmental data also include information collected directly from measurements, produced from models and obtained from other sources such as databases or published literature. Regulations pertaining to QA/QC requirements can be found on EPA's Quality Program Related Regulations website. Additional guidance can be found at: http://www.epa.gov/quality/.

   P2 grant activities that will involve monitoring and/or sampling of environmental data will require additional steps to satisfy the QA/QC process. To help plan the QA/QC process, grant recipients should be aware of these three steps: **1)** Sufficient time and resources are needed to set up a Quality Management System (QMS) for proposed projects. If there is not a QMS in place, one must be developed. A QMS is the procedural mechanism or process for managing the quality of environmental

data collected and used; **2)** For a QMS to be utilized, a Quality Management Plan (QMP) needs to be written. A QMP is the document that describes the applicant's organization or program in terms of its organizational structure, policy, procedures, functional responsibilities of management and staff, lines of authority and required interfaces for those planning, implementing, documenting and assessing all activities conducted under the assistance agreement; and **3)** The final component to QA/QC planning is writing a workplan-specific Quality Assurance Project Plan (QAPP) or functionally equivalent document to address the grant activity. The QAPP is the document that describes the workplan's quality assurance, quality control, and other technical activities for ensuring the work performed will satisfy the program's performance measures criteria noted in **Section I.J** and **Section VI.C.3**. The QAPP must be submitted and approved by EPA prior to receiving the P2 grant award. For additional assistance on what is required, please refer to the Quality Assurance Guidance on Reporting Outcomes for P2 Projects (**Appendix F**).

Note: Applicants are not required to verify that a QMS is in place or provide a QMP or QAPP when submitting applications under this RFA. However, if the applicant intends to collect, monitor, or sample environmental data or requires businesses to do so, verification of the applicant's QA/QC's procedures will be required at the time of award. The terms and conditions of the official award document will provide details on monitoring the grant recipient's QAPP.

3. **Guidance on Reporting Requirements:** Reporting is integral for grant oversight, demonstrating the results and value of the grant program, and documenting and sharing information on the lessons learned from the P2 technical assistance provided under each grant. The reporting required for grant recipients is laid out below so applicants fully understand the reporting requirements should they be selected as recipients and to help inform the Reporting Plan that applicants must include in their Project Narrative as described in **Section I.J.**

Grant recipients will be expected to provide reporting on: 1) the required grant outputs (activities and products) for each grant project; and 2) for each business establishment[12] receiving P2 technical assistance: a) report the P2 recommendations provided, b) what P2 recommendations were implemented based on the follow-up with each business establishment, and c) the results (outcomes) from that implementation. Recipients may also report additional output and outcome measures if they choose.

Recipients are encouraged to report outputs and outcomes in table or spreadsheet form. For the convenience of the recipients, EPA is providing business establishment level Excel spreadsheet reporting templates, which are available from EPA's P2 Program Grant Reporting page and may be used for the required reporting. EPA will use this information to determine if workplan requirements are being met and to build a repository of P2 practices that can be widely shared and replicated. Use of the Excel spreadsheets is optional but strongly encouraged to help EPA make the most effective use of the reporting provided.

Note: Recipients should not work with businesses that are not willing to provide information to support the reporting described below. Recipients may omit reporting the affiliated business name and location if a business has confidentiality concerns with providing the information needed for the required reporting.

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[12] Past P2 Grant RFAs referred to business establishments as "facilities."

Reporting must include:

a. <u>Overview:</u>

i. Grant information:

- o Recipient name
- o Grant project number
- o Grant award date
- o Recipient contact name
- o Recipient contact phone number
- o Recipient contact e-mail
- o Recipient state or tribe

ii. Partners and Community Involvement (Optional): Community groups and other organizations partnered with during the year:

- o Name of organization, entity or group
- o Point of contact name and email
- o Partnership description

b. <u>Technical Assistance Activities:</u>

i. General P2 Technical Assistance Information:

- o Description of the technical assistance activities provided (e.g., direct technical assistance to a business establishment, training course or workshop, outreach materials).
- o Number of businesses provided P2 technical assistance to improve human health and the environment.

  - ▪ Percent of businesses provided P2 technical assistance that the recipient follows-up with (e.g., phone call, visit, letter, or email) to determine which P2 practices were implemented (should be 100% by the end of the grant).
  - ▪ Percent of businesses that implement at least one new P2 practice to improve human health and the environment in disadvantaged communities, as a result of the technical assistance provided by the recipient.
  - ▪ Number of case studies developed to document the projects and approaches used to improve human health and the environment in disadvantaged communities.
  - ▪ Number of outreach activities and informational materials (i.e., webinars postings, video postings, mass mailings, or other outreach) that widely share approaches used to improve human health and the environment in disadvantaged communities implemented through the grant.
    - • Number of businesses exposed to or reached by the outreach activities and informational products, if known.
    - • Provide a link to the content or include as an attachment in the report (for EPA to view, download and share), if content is developed.

ii. **Results for Each Business Establishment Provided P2 Technical Assistance:**

- o Date the Technical Assistance was provided
- o Business Establishment Identifier Information[13]

  - Business Establishment Name (Optional)
  - EPA Facility ID (Optional)
  - Contact (Name, phone, e-mail) (Optional)
  - Location (City, State) (Optional)
  - NAICS Code (Required)

- o An informative description of each specific P2 recommendation provided to the business establishment (Note: Only required if the recipient is providing direct technical assistance to specific businesses. This is not required for training courses or outreach).
- o Date(s) of follow-up with the business establishment to determine what implementation occurred (Note: This is required for recipients providing direct technical assistance to specific businesses. Good faith efforts for follow-up are also required for businesses that received training or outreach materials).
  - For each recommendation provided to a business establishment as a result of direct technical assistance (not required for training courses or outreach), and as a result of follow up, indicate if the recommendation was implemented (y/n).
  - If the recommendation was not implemented:
    - Does the business establishment intend to implement the recommendation in the next 5 years (y/n)? If no, what was the barrier to implementation identified by the business establishment?

- o For each P2 action implemented by a business establishment as result of any P2 technical assistance, annually report the following outcomes:
  - Annualized[14] reduction in pounds of hazardous materials used and of hazardous substances, pollutants and contaminants released at each business establishment.[15] Report as:
    - Reduction in lbs. hazardous materials used (input)
    - Reduction in lbs. hazardous waste
    - Reduction in lbs. hazardous air emissions
    - Reduction in lbs. hazardous materials released to water

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[13] If a business establishment raises confidentiality concerns or there are confidentiality constraints under state law, report a generic business name such as Business A and omit the EPA facility ID, contact, and the city.

[14] Annualized calculations are actual annual results, or the conversion of a partial year result to estimate the result for a full year. If variables other than additional time are being used for this calculation (e.g., seasonality or ramping up implementation of the P2 approach), the variables and methodology should be explained.

[15] Indicate the methodology used to calculate this measure, such as use of the EPA P2 calculators, utility bills, or other identified methodology. If there are no results for these measures, report zero.

- Annualized reductions in metric tons of carbon dioxide equivalent (MTCO2e) at businesses impacting disadvantaged communities.
- Annualized reductions in gallons of water used at business establishments impacting disadvantaged communities
- The annualized dollar savings associated with implementing P2 actions at business establishments impacting disadvantaged communities. Description of how the P2 actions benefited disadvantaged communities.
- For Training and Outreach Materials: In addition to the reporting listed above, report on the following, as applicable:
  - General description of training or outreach material developed or shared
  - Describe the method used to deliver or disseminate the materials or training
  - Link to content or include attachments (for EPA to view, download and share).

4. **Progress Reports and Final Technical Reports:** Recipients are required to submit midyear updates and annual progress reports using the guidance below. EPA may also require additional progress reports, e.g., sharing information on milestones, and deliverables beyond these required reports. If a grant is extended, applicants may be expected to submit additional midyear updates and annual progress report(s), dependent on the length of extension.

   a. **Midyear Update Guidance:**

   i. **Submission:** Recipients are expected to email the midyear update to the EPA Project Officer 6 months and 18 months after the grant award date.

   ii. **Content:**

   - Recipients should include the grant award number in the email.
   - Outputs: Provide an update on the number of business establishments provided P2 technical assistance in the last six months.

   b. **Annual Progress Report Guidance:**

   i. **Submission:** Recipients are expected to submit annual performance reports on outputs and environmental outcomes achieved as described in **Section I.J** and **Section VI.C.3**. Reports must be emailed annually to the EPA Project Officer within 60 days after the anniversary of the grant award and should include the grant award number. The Excel spreadsheet reporting templates, which are available from EPA's P2 Program Grant Reporting page, may be used for this reporting.

   ii. **Content:**

   - Outputs: Within the annual progress report(s), the recipient should report on all work completed to date, not just work completed since the prior report.
   - Outcomes: Outcome data should be collected through follow-up with each business before the end of the grant. If follow-up has not been conducted yet for a business, the outcomes do not need to be reported in the annual progress report(s).

o If the outputs achieved during the reporting period differ from the expected outputs communicated to EPA in the assistance agreement, the recipient should provide an explanation for those differences.

   c. **Final Technical Report Guidance:**

      i. **Submission:** Recipients are expected to email a final technical report to the EPA Project Officer within 120 days after the grant activities have concluded and should include the grant award number.

      ii. **Content:** This report should include all output and outcome data from prior reports as well as any new information received from business follow ups conducted since the last progress report was submitted. Recipients are encouraged to report outputs and outcomes in table or spreadsheet form. The Excel spreadsheet reporting templates, which are available from EPA's P2 Program Grant Reporting page, may be used for this reporting. If the outputs achieved differ from the expected outputs communicated to EPA in the assistance agreement, the recipient should provide an explanation for those differences.

      iii. **Attachments:** Recipients are required to submit at least one case study alongside the final technical report and should use the Guidance for Developing P2 Case Studies described in **Appendix B**. For each training and technical assistance material developed over the course of the grant, recipients should provide a link to the content or include attachments with their final report.

5. **Disputes:** Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at Grant Competition Dispute Resolution Procedures (https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures). Copies of these procedures may also be requested from the contacts listed in **Section VII** of this announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding these regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

SECTION VII. AGENCY CONTACTS

General Grants and RFA Contact	Bridget Kelly U.S. EPA 1200 Pennsylvania Ave, NW Mail code 7406M Washington, DC 20460 202-566-0718 kelly.bridget@epa.gov	Nicholas Bradford U.S. EPA 1200 Pennsylvania Ave, NW Mail code 7406M Washington, DC 20460 202-566-0813 bradford.nicholas@epa.gov

Program Contact	Chen Wen U.S. EPA 1200 Pennsylvania Ave, NW Mail code 7406M Washington, DC 20460 202-564-8849 wen.chen@epa.gov	

APPENDIX A:
EXAMPLES OF P2 TECHNICAL ASSISTANCE PROJECTS UNDER THIS GRANT PROGRAM

This Appendix provides examples of P2 technical assistance projects to address environmental and human health impacts in disadvantaged communities (also see **Section I.F**). These project examples are illustrative and do not represent all eligible project possibilities. Applicants that cite these examples must still describe how their proposals support the Threshold and Merit Evaluation Criteria. Community engagement is encouraged, but not required. Summaries of previously funded P2 grant projects which could be refined to meet the goals of this P2 Grant Program can be found at: https://www.epa.gov/p2/grant-summaries.

- Convene industry roundtables among manufacturers, technical experts, trade associations and impacted disadvantaged communities to exchange information and ideas for P2 approaches that may improve human health and the environment for the disadvantaged communities. Work with businesses to implement some of the P2 approaches identified. Follow up to determine if any P2 practices identified or developed from the roundtables were implemented by business establishments.

- Identify and conduct P2 technical assessments at a business establishment in the disadvantaged community to identify and develop P2 practices, including changing the supply chain inputs to reduce or eliminate the use of hazardous substances, pollutants or contaminants in business operations. Document P2 practices implemented to create transferable lessons for additional businesses.

- In P2 technical assessments, look for opportunities to reduce pollutants discharged by businesses to water that can impact the environment of disadvantaged communities (e.g., reducing the quantity and toxicity of cleaning products which may contaminate water; reducing the use of processing chemicals that contribute to wastewater contamination), and disseminate that information to businesses and impacted disadvantaged communities.

- In P2 assessments, look for opportunities to conserve water (e.g., use high-volume, low-pressure washing systems that reuse water; identify practices to minimize loadings to wastewater systems, extend production line times between cleanings to minimize water use, reducing potential combined sewer overflows [CSOs] in disadvantaged communities), and disseminate that information to local businesses and disadvantaged communities.

- In P2 assessments, look for opportunities to use lower-toxicity products which can improve human health and the environment in disadvantaged communities (e.g., for product ingredients, refrigerants, equipment cleaning, building cleaners, food-grade lubrication and processing techniques and equipment), and disseminate that information to local businesses and disadvantaged communities.

- Develop alternative lower-toxicity chemicals or procedures as Green Chemistry solutions (e.g., for solvents, equipment clean-in-place products, building cleaning products), and disseminate that information to businesses impacting disadvantaged communities.

- Conduct trainings for businesses on P2 best practices that can reduce health impacts on disadvantaged communities. Engage the wider community in the training.

APPENDIX B:
GUIDANCE FOR DEVELOPING P2 CASE STUDIES

Purpose of P2 Case Studies: To provide technical information on one or two specific P2 practices implemented by a business, including the costs and benefits, so that other P2 technical assistance providers or interested businesses can learn from and replicate those P2 practices. Case studies will be used to build and share a body of knowledge about P2 practices that could be implemented at similar businesses.

Case studies are not the same as success stories, which are communications targeted for a broad audience. Success stories are meant to demonstrate the value of P2 and the success of the technical assistance provider, with only general information about the technologies and practices that may be of interest to other environmental professionals.

Case studies should not describe all P2 practices implemented. They should only describe one or two specific P2 practices that the recipient believes are new or not widely known or adopted, or where the recipient believes other businesses or P2 technical assistance providers would benefit from the additional technical detail that a case study would provide.

P2 case studies should provide information describing the P2 practice with enough detail that others could generally understand what was done, why it was implemented, and the costs and benefits so that others can determine if the practice is relevant to their circumstance and whether they could replicate the practice. If applicable, the case study should also provide information on the financing mechanism, model or approach used to implement the P2 practices if that information could be useful to others who may want to replicate the P2 practices described in the case study.

Audience: The target audience for these case studies are environmental professionals, such as State and Tribal P2 Technical Assistance Providers (TAPs) and similar businesses seeking to identify, assess and implement P2 best practices.

Elements: Generally, within 2-5 pages.

- Name and location of the business (optional if confidentiality concerns).
- EPA Region.
- NAICS code[16] and type of business.
- General description of the business (e.g., size of business, annual revenues, number of employees).
- Why did the business choose to explore P2? (e.g., company goals or EMS requirement)
- What problem(s) was identified through P2 technical assistance?
- What were the major or innovative P2 actions implemented at the business (e.g., process change, chemical substitution, green chemistry solution, equipment changes)? Please provide detail.
- If applicable, what was the financing mechanism, model or approach used to implement the P2 practice(s)?

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[16] North American Industry Classification System, or "NAICS" is the "standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy." Refer to https://www.census.gov/naics.

- Results (to the extent that the information below applies to the P2 action implemented):

  - Narrative description of the human health or environmental benefits addressed in disadvantaged communities, cost savings, or regulatory relief achieved by implementing the P2 actions.
  - Simple payback period.
  - Numerical results and associated cost savings for each P2 action and outcome:

    - Reduction in hazardous materials used – measured in lbs.
    - Reduction in hazardous substances, pollutants and contaminants released to air, water and land – measured in lbs.
    - Reduction in metric tons of carbon dioxide equivalent (MTCO2e).
    - Water conserved – measured in gallons.
    - Include regulatory relief not covered in the above (e.g., waste hauling costs, reductions in permitting costs).
    - Other numerical outcomes.

APPENDIX C:
PROJECT NARRATIVE EXAMPLE

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. In addition to this appendix, an editable Word version of this Project Narrative Example is available for download from the P2 grant site.

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**.

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; improve human health and the environment for disadvantaged communities 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 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.

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 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 in Communities **Funding Opportunity Number:** EPA-I-OCSPP-OPPT-FY2022-001	
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*
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*	*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*
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.

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 of the FY 2023 – FY 2024 Pollution Prevention Grants: Environmental Justice in Communities grant announcement, A-I-OCSPP-OPPT-FY2023-001, 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.

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.

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.

1d. Strategy and Approach: Identifying Businesses Impacting Disadvantaged Communities (10 Points)

Please describe how the proposed project meets this criterion as described in Section V.A.

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.

1f. Strategy and Approach: Leveraging Expertise Through Partnerships (4 Points)

Please describe how the proposed project meets this criterion as described in Section V.A.

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.

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.

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.

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.

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.

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.

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.

Criteria 4: Timeline

4a. Timeline: Milestone Schedule (3 Points)

Please provide a timeline that meets this criterion as described in Section V.A.

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. 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.

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 underlined 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.*

[ATTACH BUDGET TABLE SEPARATELY, SEE EXAMPLE IN APPENDIX D]

*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.*

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

APPENDIX D:
BUDGET GUIDANCE AND BUDGET TABLE EXAMPLE

Applicants must provide estimated budget amounts by category in their budget table (an example is provided at the bottom of this appendix). For all proposed costs, applicants should use whole dollars, with no decimal values.

For guidance, EPA is providing a list of definitions for the applicable budget categories below.

Direct Cost Budget Categories:

i. **Personnel:** Indicate costs for the salaries and job title of the recipient employees who will perform work directly on the project. Personnel cost does not include: 1) costs for services of contractors including consultants (Contractual), 2) employees of sub-recipients (Other), 3) personnel costs that are not directly in support of the proposed project which may be covered by the organization's indirect cost rate (Indirect), 4) participants supports costs such as costs for interns and fellows who are not employees of the recipient organization (Other).

ii. **Fringe Benefits:** Indicate all mandated and voluntary benefits to be supplemented with the grant funds. Fringe Benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe Benefits may include, but are not limited to, the cost of 1) annual leave, 2) holiday pay, 3) health insurance, 4) retirement contributions, and 5) employer's portion of FICA Insurance.

iii. **Travel:** Indicate the number of individuals traveling, destination of travel, number of trips, and reason for travel, along with the proposed costs. Applicants should budget for travel costs for one national conference. The budget table should include the dollar amount of the expenses for transportation, lodging, subsistence, and related items. Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Under 2 CFR 200.475(d), allowable travel costs may not exceed the rates and amounts for Federal travel unless the recipient's cognizant Federal audit agency (or EPA if requested by the recipient to do so) has accepted a travel policy that provides differently. Federal lodging and per diem rates are available at http://www.gsa.gov/portal/content/104877.The costs of first class and business class transportation are generally not allowable.

   a. **Travel Participants:** Only include travel costs for employees of the applicant organization in the travel category. Travel costs for executives (e.g. Governors, Mayors, elected Tribal Leaders) and legislators (including Tribal Council members) are allowable with prior approval by the Award Official if the travel is specifically related to performing an EPA funded project or program. Under 2 CFR 200.475, travel by Trustees, Directors and similar officials with nonprofits or Institutions of Higher Education is allowable as a direct cost only if the travel costs are allocable to an EPA award and not included in the recipient's indirect cost pool.

   b. **Travel costs do not include:** (1) costs for travel of contractors (including consultants), which are included in the "Contractual" category; (2) travel costs for employees of subrecipients under subawards and non-employee program participants (e.g. trainees), which are included in the "Other" budget category under "participant support costs."

iv. **Equipment:** Applicants should identify each item to be purchased which has an estimated acquisition cost of $5,000 or more per unit and a useful life of more than one year. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies. Applicant's budget description should include 1) type of equipment, 2) cost of equipment; and 3) brief narrative on the intended use. Equipment includes accessories necessary to make equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the "Other" category. Recipients should indicate in the budget description if their organization has established lower limits for equipment.

v. **Supplies:** Supplies are tangible personal property other than equipment. Recipients should indicate any items, other than equipment, that will be purchased to support the project. Supplies include such items such as: 1) office supplies, 2) computing devices (e.g., laptops and tablets), 3) monitoring supplies, 4) educational or field supplies, and 5) laboratory supplies.

vi. **Contractual Costs:** Purchases of property or services that are necessary to the project or program and are carried out by an individual or firm in the form of a procurement relationship. Contractual costs include 1) consultants, 2) speaker fees, 3) contracts for services such as audio visual, website development, and other services necessary for the project, 4) analytical services from laboratories. Recipients should indicate any proposed contractual items that are reasonable and necessary to carry out the project's objectives. State recipients must follow the procurement procedures found at 2 CFR 200.317.

vii. **Other Direct Costs:** Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the work plan, **this includes subawards and participant support costs.** Each line item should be included in sufficient detail for EPA to determine the reasonableness and allowability of its cost. This category should include only those types of direct costs that do not fit in any of the other budget categories.

viii. **Total Direct Charges:** Applicants should include a summary of all costs associated with each line-item category.

Indirect Costs: Indirect costs are those incurred by the recipient for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. Examples of indirect costs include: 1) insurance, 2) publication costs, 3) occasional document reproduction at self service firms (staples), 4) communication costs, and 5) rental/lease of equipment or supplies.

- **Indirect Cost Rate:** For indirect costs (IDCs), grant recipients with a current Approved Indirect Cost Agreement or a current Indirect Cost Proposal submitted to their cognizant agency, need to demonstrate that they have a current or proposed rate. Please refer to EPA Solicitation Clauses Section VI.u on indirect costs for competitions for more information.
- **In the budget table of their proposal narrative, applicants should:**
  - Indicate the approved rate and base and the date that rate will be active until, if applicable. For example, Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)
  - Applicant should indicate if organization is in negotiations with appropriate federal agency to obtain a new rate.
  - *Examples of Indirect Cost Rate calculations are shown below:*

- o *Personnel (Indirect Rate x Personnel = Indirect Costs)*
- o *Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)*
- o *Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)*
- o *Direct Costs minus distorting or other factors such as contracts and equipment*

Additional indirect cost guidance is available in *RAIN-2018-G02, "Indirect Cost Guidance for Recipients of EPA Assistance Agreements."*

Guidance on Direct Costs
- **Participant Support Costs:** Participant Support Costs should be included as a line item under the **'Other'** direct cost budget category. Costs must be reasonable and necessary for the performance of the P2 project activity. Please see *RAIN-2018-G05, "EPA Guidance on Participant Support Costs."*
- **Subawards:** Subawards should be included as a line item under the **'Other'** direct cost budget category. The term "subaward" means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient even if the agreement is referred to as a contract. Refer to EPA's Subaward Policy and supplemental Frequent Questions for additional guidance. Eligible subrecipients include tribes, intertribal consortia, local governments, non-profit organizations, and institutions of higher education that are either state or tribal institutions or operate on a nonprofit basis.
  - o With few exceptions, for profit organizations/individuals are not eligible to serve as subrecipients. However, they may be hired as contractors provided they comply with the Procurement Standards of 2 CFR Part 200 and 2 CFR Part 1500.
  - o If the grant recipient will only plan to subsidize the purchase and installation of the equipment, then the funding transfer to the for-profit could be categorized as a participant support cost and in so doing a subaward would not be necessary.
- **Pass-through entities**: Recipients who issue subawards are considered pass-through entities. These entities must comply with the subrecipient monitoring and management requirements at 2 CFR 200.331 through 200.333. Among other things, subrecipients must comply with the 2 CFR Part 200 and Part 1500 Procurement Standards when hiring contractors. Refer to Grant Policy Issuance 16-01: EPA Subaward Policy for EPA Assistance Agreement Recipients and applicable provisions of 2 CFR Part 200 and Part 1500.
- **Contractors**: Contracts should be included under the "Contractual Costs" budget category. Grant recipients may hire for profit firms and individual consultants as contractors provided they comply with the Procurement Standards of 2 CFR Part 200 and 2 CFR Part 1500. (Subcontractors are firms or individuals hired by prime contractors). States follow their own procurement procedures for the most part as provided by 2 CFR 200.317, but are subject to EPA's 40 CFR Part 33 Disadvantaged Business Enterprise rule. For other P2 grant recipients (eligible tribes, colleges and universities), the Procurement Standards generally require competition for purchases in excess of $10,000 unless the recipient has an acceptable sole source justification. It is very unlikely that EPA will accept a sole source justification for products and services that are available in the commercial marketplace, such as environmental consulting. Applicants are advised to not specifically name a contractor or consultant on a grant application unless that contractor has been selected in compliance with the Procurement Standards. Instead, the applicant should indicate what experience or expertise they intend to contract for to meet the objectives of the grant project. If a specific contractor is named, applicants should be able to demonstrate how securing the contractor's services will meet the Procurement Standards. EPA encourages applicants to review the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for additional information on EPA's policies on competitive procurement by recipients.

- **Guidance on Conferences and Workshops:**
  - Applicants may include costs to use federal grant dollars to support the facilitation, hosting/co-hosting of P2 focused events and/or to attend in-person P2 focused events. Events must be regional or national in scale and scope and will need to address providing technical assistance (outreach, training, videos) to businesses and/or the sharing of P2 best practices and lessons learned with others. **Federal dollars awarded under this program may not be used to facilitate or directly benefit EPA-led/sponsored events**.
  - *If the proposal includes conferences or workshops that the recipient will conduct, the recipient <u>must</u> respond to each of the following prompts in their budget description:*
    - Briefly describe the conference or workshop.
    - Who is initiating the conference or workshop?
    - Whose logo will be on the agenda and conference, workshop, and meeting materials?
    - What is the expected percentage distribution of the persons attending the conference, workshop, or meeting (i.e., percent of federal, state, local, or public participants)?
    - Is the recipient going to conduct the proceedings or analysis/analyses and disseminate this information back to the appropriate state, local, and scientific community?
    - Does the recipient anticipate any program income being generated from the conference, workshop, or meeting, including registration fees?

- **Guidance on Meals and Refreshments:**
  - *If the proposed budget detail includes activities during which meals and/or light refreshments will be provided, the recipient <u>must</u> address each of the following in their budget description:*
    - Briefly describe the event where meals and/or light refreshments will be provided and provide an estimated cost for the event.
    - Will those attending the event receive a per diem financed through grant funds?
    - Why is the provision of light refreshments and/or meals necessary to achieve the objectives of the assistance agreement?
    - Why is the provision of light refreshments and/or meals necessary to achieve the objectives of the event?
    - When will meals and/or light refreshments be made available (before, during, or after the event)?

Applicants can use EPA's [Applicant Budget Development Guidance](#) for more details.

Budget Table Example:

Budget Category	Budget Items	Total ($)
Personnel	• *Project Manager @ $75,000 annual salary X 100% of time on project = $150,000 for two years* • *Outreach worker @ $35,000 annual salary X 20% of time on project = $21,000* • *Community support leader @ $20,000 annual salary X 15% = $9,000*	*$180,000*
Fringe Benefits	• *Project Manager 15% of salary (includes medical, dental, life insurance) = $22,500 for two years* • *Outreach worker 10% of salary (includes medical, dental, life insurance) = $10,500* • *Community support leader 10% of salary (includes medical, dental, life insurance) = $6,000*	*$39,000*
Travel	• *Local mileage for Project Manager to attend quarterly partner meetings at State Capital: 25 miles @ $0.55/mi. X 48 meetings = $660.00* • *Local mileage for Outreach worker to conduct monthly community outreach efforts within Howard County: 15 miles @ $0.55/mi. X 30 times X 24 months = $5,940* • *Travel to EPA National P2 Grantee Meeting in Atlanta, GA: Per diem - $30 per day X 3 days = $90; Airfare = $1,500*	*$8,190*
Equipment	*Note: Equipment costs that are integral to implementing the P2 grant activity may be purchased using P2 grant funds. Costs to purchase equipment should be noted as a "Direct" cost under the "Equipment" category. Costs for renting equipment should be noted under the "Other" budget category. EPA will make the determination on a case-by-case basis that proposed equipment costs are reasonable and necessary to implement the project and costs adhere to the regulations of 2 CFR 200.313, including the provisions governing the priority for use of the equipment (2 CFR 200.313(c)), management of the equipment (2 CFR 200.313(d)), and disposition of the equipment (2 CFR 200.313(e)).*	*$0*

Budget Category	Budget Items	Total ($)
Supplies	• *30 reams of copy paper @ $4.00 to print outreach materials to technical assistance recipients = $120* • *Laptop computer for Outreach worker to work off-site on community $1,500* • *Miscellaneous supplies for staff on this project = $1,510* • *2 Air Monitors: 2 air monitors X $3,830 = $7,660.00* • *2 Filters (500 filter): 2 filters X $2,000 = $4,000*	*$14,040*
Contractual	• *Bookkeeper/Accountant $22.5/hr. @ 3 hrs./week @ 104 weeks = $7,020* • *Contract with Lab to conduct tests @ $45 X 750 = $33,750* • *Data Processing Contract=$45,000 (provide details regarding the purpose of the contract if possible)*	*$85,770*
Construction	*NOTE -Construction related activities may include heavy machinery rental costs, demolition-related costs, and costs related to building structures*	*$0*
Indirect Costs	*IDC Rate Agreement of 20% of Salaries and Wages ($150,000 X 20%)*	*$30,000*
Other (includes subawards and specific participant support costs such as stipends)	• *Subaward to CBO to conduct outreach activities and project recruitment = $34,800 (see Budget Description for more details)* • *Participant Support Costs (stipends for community members attending meetings at $50 per attendee X 160 attendees) = $8,000* • *Fee to present project results at industry meeting = $200*	*$43,000*
Total		***$400,000****

* The total EPA funding requested here and the total costs for each budget category should match the total costs in the applicant's SF-424A.

APPENDIX E:
GRANTS.GOV INSTRUCTIONS AND LIMITED EXCEPTION PROCEDURES

A. Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants must apply electronically through Grants.gov under this funding opportunity based on the Grants.gov instructions provided in this appendix. If your organization has no access to the Internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined here. Please note that your request must be received at least <u>fifteen calendar days before the application due date to allow enough time to negotiate alternative submission methods</u>. Issues with submissions with respect to this opportunity only are addressed in Section C. *Technical Issues with Submission* below.

B. Submission Instructions:

1. <u>**SAM.gov (System for Award Management) Registration Instructions**</u>

   a. Prior to submitting your application to Grants.gov, organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov to complete your SAM.gov registration.[1]

   b. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the Entity Registration Checklist for details on this process.

   c. If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

   d. **Please note that SAM.gov registration is different than obtaining an UEI**. Obtaining an UEI only validates your organization's legal business name and address. Please review the Frequently Asked Questions to learn the difference between obtaining Sam.gov registration versus obtaining an UEI for your organization.

   e. Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

   f. Contact the Federal Service Desk for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday - Friday 8am - 8pm ET.

2. Grants.gov Registration Instructions

a. Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. **If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration](#) instructions.**

b. As part of the Grants.gov registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in Grants.gov. Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace - User Roles and Workspace Actions](#) for details on this important process. **Please note that the registration process can take a month or more for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.**

c. Contact [Grants.gov](#) for assistance at 1-800-518-4726 or [support@grants.gov](#) to resolve technical issues with Grants.gov. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

3. Application Submission Process

a. To begin the application process under this grant announcement, go to [Grants.gov](#) and click the red "Apply" button at the top of the view grant opportunity page associated with this opportunity.

b. The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization's EBiz point of contact or contact [Grants.gov](#) for assistance at 1-800-518-4726 or [support@grants.gov](#)

c. Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through Grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization's SAM.gov account. If not, the application may be deemed ineligible.

d. Save completed application PDF file with two file names. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having

to re-create the package should submission problems be experienced, or a revised application needs to be submitted.

4. **Application Submission Deadline**

   a. Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov no later than **June 6, 2023** 11:59 PM ET. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

   b. Applications submitted through Grants.gov will be time and date stamped electronically. Please note that successful submission of your application through Grants.gov does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not be considered.

C. Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

1. Contact Grants.gov Support Center **before** the application deadline date.

2. Document the Grants.gov ticket/case number.

3. Send an email with EPA-I-OCSPP-OPPT-FY2023-001 in the subject line to kelly.bridget@epa.gov **before** the application deadline time and date and **must** include the following:

   a. Grants.gov ticket/case number(s)
   b. Description of the issue
   c. The entire application package in PDF format.

   Without this information, EPA may not be able to consider applications submitted outside of Grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and **not** be considered.

Please note that successful submission through Grants.gov or email does not necessarily mean your application is eligible for award.

EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through Grants.gov due to Grants.gov or relevant SAM.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit prior to the application submission deadline date because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of an application outside of Grants.gov.

D. Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)

2. Budget Information for Non-Construction Programs (SF-424A)

3. EPA Key Contacts Form 5700-54

4. EPA Form 4700-4 Preaward Compliance Review Report

5. Project Narrative Attachment Form (requested as part of your Grants.gov application package). Use this form as requested in Grants.gov to submit your Project Narrative as described in **Section IV** of this announcement. **Please note: Applicants are encouraged to use the program's Project Narrative example (Appendix C) to help organize and explain your work (see Section IV).**

6. Budget Table: The table should clearly illustrate your budget cost categories. The budget table should be uploaded as a separate document using the "Other Attachment Form".

Optional Documents:

1. Other Attachments Form (requested as part of your Grants.gov package): Use this to submit other attachments, if applicable (e.g., letters of support that describe the service(s) the grant partner(s) will provide to help carry out and enhance the project activity, staff resumes that reflect the knowledge, experience and/or expertise to conduct proposed work).

APPENDIX F:
QUALITY ASSURANCE GUIDANCE FOR ENVIRONMENTAL OUTCOME REPORTING OF P2 GRANT PROJECTS

Note: As described in <u>Section VI.C.2,</u> applicants are not required to verify that a Quality Management System (QMS) is in place or provide a Quality Management Plan (QMP) or Quality Assurance Project Plan (QAPP) when submitting applications under this RFA. However, if the applicant intends to collect, monitor, or sample environmental data or requires businesses to do so, verification of the applicant's QA/QC's procedures will be required at the time of award. The terms and conditions of the official award document will provide details on monitoring the grant recipient's QAPP.

This guidance is intended solely for P2 grant projects that expect to generate environmental data. Prospective grant recipients may use this guidance to develop a Quality Assurance Project Plan (QAPP) to fully evaluate the success of their proposed grant work. If this guidance is used to develop a QAPP, it may be used in conjunction with the recipient's workplan to satisfy P2 grant QAPP requirements. Note: Documentation provided using this guidance and the accompanying workplan must be submitted to the EPA Project Officer for review and approval prior to the prospective grant recipient receiving a P2 grant award.

Part A: Basic Project Information and Approvals
- Grant/Contract/IA Project Name & ID
- Organization Name
- Project Period
- QAPP Distribution List
- Name/Signature/Date of Individual Submitting Document
- Name/Signature/Date of EPA Project Officer

Part B: Identification of Environmental Outcomes to Be Reported
- Include a list and units of measure, (e.g., gallons of water saved, reductions in metric tons of carbon dioxide equivalent).
- Explain why calculation of these outcomes is appropriate for the project.

Part C: Calculations Used to Estimate Outcomes
- Fully describe the calculations you are using to estimate your project outcomes.
- Include references or descriptions for each factor used in the calculation. Example: What does *average restaurant* mean?
- Discuss the logic behind the selection of these factors.
- Discuss any assumptions associated with the use of the calculations and factors. Example: We are using the statistics associated with average restaurants because we assume, we will have a good mix of restaurant sizes participating in the project.

Part D: Data Collection Description
- Specify the data type, units and source(s) used in your calculations. Example: Pounds of hazardous waste reduced per month as determined by business self-reporting via project-specific survey.
- Discuss any limitations of the data. Example: Data is self-reported by a participating business and has not been independently verified.

- Discuss why you intend to use the data despite the existing limitations. Example: We will use the data because it is an informal industry standard and the only source available.

Part E: Recordkeeping and Reporting Requirements
- Discuss what records will be maintained for the project, by whom they will be maintained, where they will be maintained and for how long they will be maintained.
- Discuss project reporting procedures, schedules and content.