


**EPA POLLUTION PREVENTION (P2) GRANT PROGRAMS
 FY 2023-FY 2024 REQUESTS FOR APPLICATIONS (RFAs)
 APPLICATION CHECKLIST**

Funding Opportunities Numbers (FONs): [EPA-I-OCSP-OPPT-FY2023-001](#) and [EPA-I-OCSP-OPPT-FY2023-002](#)

Assistance Listing #: [66.708](#)

CHECKLIST QUESTIONS – Check before you submit!		
Did you address <u>all</u> Threshold Eligibility Criteria?		
Threshold Eligibility Criteria – See Section III.D for EPA-I-OCSP-OPPT-FY2023-001 and EPA-I-OCSP-OPPT-FY2023-002.		
1. Does your application explain how the work will adhere to the statutory criteria of P2 grants and the definition of P2? See Section I.C and Section I.D of announcements.		
2. Does your application describe how the project will increase supply, demand and/or use of safer and more sustainable products? See Section I.B . Note: This item only applies to: EPA-I-OCSP-OPPT-FY2023-002.		
3. Does your application describe how the project will identify disadvantaged communities and will address human health and environmental concerns in those communities? See Section I.F of EPA-I-OCSP-OPPT-FY2023-001 and Section I.E of EPA-I-OCSP-OPPT-FY2023-002.		
4. Does your application specify how the grant activity: <ul style="list-style-type: none"> • links to and supports the goal and objective under EPA’s FY 2022-2026 Strategic Plan for P2? See Section I.I of EPA-I-OCSP-OPPT-FY2023-001 and Section I.H of EPA-I-OCSP-OPPT-FY2023-002. • will support expected output and outcomes. See Section I.J of EPA-I-OCSP-OPPT-FY2023-001 and Section I.I of EPA-I-OCSP-OPPT-FY2023-002. 		
5. Are you an eligible applicant? See Section III.A of announcements.		
6. Does your application substantially comply with submission content requirements? See Section IV.D and Appendix E of announcements.		
7. Will your application be submitted through Grants.gov or an approved exception? See Section IV.C and Appendix E of announcements.		
8. Will your application be ready to submit by the deadline? Applications are due June 6, 2023 for EPA-I-OCSP-OPPT-FY2023-001 and June 20, 2023 for EPA-I-OCSP-OPPT-FY2023-002.		
Did you complete the Mandatory Forms and Documentation? There are six (6) items to address! See Section IV.D.1 of announcements.		
Five (5) Application Forms		
1. Standard Form 424 – Application for Federal Assistance (SF-424)		
2. Standard Form 424A, Budget Information – Non-Construction Programs		

3. EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance	
4. EPA Key Contacts Form 5700-54	
5. Project Narrative Attachment Form (Note: This is a blank form used by Grants.gov. It creates a drop space to upload and attach your Project Narrative. Also, applicants interested in preparing and organizing their project narrative are encouraged (though not required) to use the EPA’s Project Narrative Example – See Section IV.D.3.f of announcements.)	
One (1) Table itemizing Project Costs	
6. Budget Table. See Appendix D of announcements.	
Does your Project Narrative address <u>all</u> elements of the five Merit Evaluation Criteria and related sub-criteria?	
Merit Evaluation Criteria – See Section V.A. Also, see Section IV.D.3.f of announcements.	
1. Strategy & Approach (Note: There are eight sub-criteria – those are abbreviated below. See Section V.A of announcements for complete descriptions).	
a. Does the project present a clear description of proposed project and technical assistance approach?	
b. Does the project address environmental and/or human health concerns?	
c. Does the project present a clear effective and efficient P2 technical assistance approach?	
d. Does the project identify businesses (and address safer and more sustainable products for EPA-I-OCSP-OPPT-FY2023-002) with public health and environmental impacts on disadvantaged communities?	
e. Does the project engage disadvantaged communities?	
f. Does the project leverage expertise through partnerships?	
g. Does the project document P2 best practices?	
h. Will the project meet the requirements to amplify P2 best practices?	
2. Environmental Results, Measurement, & Reporting	
Does the project provide a comprehensive and effective approach for documenting, tracking, measuring and reporting outputs and outcomes?	
3. Programmatic Capability & Environmental Results Past Performance (Note: There are four sub-criteria – those are abbreviated below. See Section V.A of the announcements for complete descriptions.)	
a. Does your application address past performance in successfully completing and managing other assistance agreements?	
b. Does your application address a history of meeting the reporting requirements under the assistance agreements identified?	
c. Does your application demonstrate organizational experience and provide a plan for timely and successfully achieving the objectives of the proposed?	
d. Does your application describe their staff expertise/qualifications, staff knowledge and resources to carry out the project activities?	

4. Timeline	
Did you provide a reasonable timeline that includes project tasks, anticipated dates, milestone markers, development of case studies and a brief explanation of achieving project goals and objectives by the end of the project?	
5. Budget - See Appendix D of announcements for budget template. (Note: There are two sub-criteria – those are abbreviated below. See Section V.A of the announcements for complete descriptions)	
a. Does your application include a budget description that has a description of procedures and controls and why budget costs are integral and necessary to carry out the proposed project(s)?	
b. Does your application include a budget table that provides estimated costs (by budget category) that are eligible, adequate, reasonable and cost-effective to implement the project?	
Does your project narrative conform to the 15-page limit and format requirement? (pages in excess of 15 will not be read!)	
Did you follow the content specifications and format requirements for your project narrative? See Section IV.D and Appendix E of the grant announcements for instruction.	
Did you include optional documentation? (Note: These items are not part of the 15-page limit)	
1. Documentation (Optional) – See Section IV.D.2 of announcements.	
a. Letters of Support – Documentation clearly describing support from community organizations, partners, business leaders, etc.	
b. Staff Resumes – Documentation clearly describing knowledge, experience and expertise.	
Are you ready to submit? If so, follow instructions in Section IV.D and Appendix E of announcements. For technical assistance with submitting your application, prior to the deadline, contact the Grants.gov hotline at: 1-800-518-4726	
Questions concerning grant program requirements? Contact EPA Headquarters – contact information is provided in See Section VII of announcements.	
GOOD LUCK!	