

# **Pollution Prevention Grants Program EPA Region 7 Supplementary Guidance for Fiscal Year 2004**

**ENVIRONMENTAL PROTECTION AGENCY, REGION VII  
EPA-R7ARTD (AIR, RCRA, TOXICS DIVISION)-EPA-R7ARTD-04-008**

**Supplementary Guidance to the National Notice of Request for Proposals for Projects to be Funded from the Pollution Prevent (P2) Grant Program Published April 9, 2004 - Region 7 Allocation (CFDA 66.708 - Pollution Prevention Grants Program)**

**Region 7 Proposals Due - May 26, 2004**

**Important Notes:** The National Pollution Prevention Grants and Announcement of Financial Assistance Programs Eligible for Review; Notice of Availability, was published in the Federal Register, Volume 69, Number 69, on Friday, April 9, 2004. The full text of the Federal Register Notice and the National FY2004 Grant Guidance is available by assessing the link provided below, and is supplemented by the Region 7 specific information, including regional priorities, that follows within this supplementary guidance.

<http://www.epa.gov/p2/grants/index.htm>

**The full text of the Federal Register Notice should be read in conjunction with the supplementary information provided below.**

## **SUMMARY**

EPA Region 7 is soliciting Proposals for the Pollution Prevention Grant Program (CFDA 66.708). This guidance supplements the National solicitation, located at the following website: <http://www.epa.gov/p2/grants/index.htm>, and describes the process by which EPA Region 7 will award the grants under the Pollution Prevention grant program (40 CFR Part 35, Subpart A and 40 CFR Part 35, Subpart B). This document provides an overview of the program, description of the evaluation criteria, grant management tools and timelines for submissions and final awards.

EPA Region 7 has identified activities addressing Persistent, Bioaccumulative and Toxic Chemicals (PBTs) and Agriculture as priorities for FY04. Although incorporation of PBTs and/or Agriculture into a P2 grant application is not a requirement for P2 funding, applications which address PBTs and/or Agriculture may receive higher consideration for funding.

### **1. Funding Opportunity Description**

Under the authority of the Pollution Prevention Act of 1990, EPA Region 7 plans to award up to \$500,000 in pollution prevention grants to the States, Tribes, and Intertribal Consortia in FY 2004 for prevention activities through a competitive review process. These grant dollars are targeted at States and Tribal technical assistance programs that address the reduction or elimination of pollution across all environmental media: air, land, and water.

The goal of this grant program is to assist businesses and industries in identifying better environmental strategies and solutions for reducing waste at the source. Funds awarded under this grant program can be used to support P2 programs that address the transfer of potentially harmful pollutants across all environmental media: air, water, and land. Programs should reflect comprehensive and coordinated pollution prevention planning and implementation efforts Tribal, State, or Region-wide.

## **Region 7 Priority Activities**

EPA Region 7 has identified activities addressing Persistent, Bioaccumulative and Toxic Chemicals (PBTs) and Agriculture as priorities for FY04. Although incorporation of PBTs and/or Agriculture into a P2 grant application is not a requirement for P2 funding, applications which address PBTs and/or Agriculture may receive higher consideration for funding.

### **Persistent, Bioaccumulative and Toxic Chemical Reduction**

EPA is seeking to reduce or eliminate PBT chemical exposure to the environment. Applicants are encouraged to incorporate projects or approaches into their grant proposals that will address the reduction of PBT chemicals. Applicants may address chemicals on the hazardous waste minimization priority chemical list (found at <http://www.epa.gov/epaoswer/hazwaste/minimize/chemlist.htm>) in addition to the PBT list found at <http://www.epa.gov/pbt/fact.htm>.

### **Agriculture**

EPA Region 7 has identified agriculture issues as a priority for FY04. Applicants are encouraged to incorporate projects or approaches into their grant proposals which address pollution prevention within the agriculture sector.

## **2. Award Information**

### **Amount of Funding Available**

EPA Region 7 plans to award approximately \$500,000 in grant/cooperative agreement funds through a competitive process under the authority of the Pollution Prevention Act of 1990.

### **Number of Awards**

The number of awards will depend on individual proposal cost; the final aggregate amount of federal funding for all proposals; and the total amount of federal funding available.

*Should additional funding become available for award, the Agency may award additional grants based on this solicitation and subsequent rankings, without further notice or competition.*

An applicant whose initial proposal is selected for federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10). In addition, successful applicants will be required to certify that they have not been Debarred or Suspended from participation in Federal assistance awards in accordance with 40 CFR Part 32.

### **Performance Period**

Project period duration should not exceed one year from the on-set of grant funding.

### **Type of Assistance Instrument**

Project Grant

### 3. Eligibility Information

#### A. Eligible Applicants

Eligible applications for eligible applicants for purposes of funding under this program include the 50 States, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, any territory or possession of the United States, any agency or instrumentality of a State including State universities, and Indian Tribes that meet the requirement for treatment in a manner similar to a State at 40 CFR 35.663 and intertribal consortia that meet the requirements at 40 CFR 35.504. Local governments, private universities, private nonprofit, private businesses, and individuals are not eligible for funding. Eligible applicants are encouraged to establish partnerships with business and other environmental assistance providers to seamlessly deliver pollution prevention assistance. Successful applicants will be those that best meet the evaluation criteria in Section 5 of this guidance. In many cases, this is likely to be accomplished through partnerships.

#### B. Cost Sharing or Matching

There is a 50% cost share requirements for these projects.

#### C. Other Eligibility Criteria

##### Preliminary Eligibility Screening Requirements

To be eligible for funding, applicants **must address or meet** all of the following criteria, failure to address or meet these criteria will result in the proposal being disqualified for funding consideration:

1. Be an applicant who is eligible to receive funding under this announcement;
2. The proposal must meet all format and content requirements contained in this notice; and
3. The proposal must comply with the directions for submittal contained in this notice.

The Agency reserves the right to reject all proposals and make no awards.

### 4. Proposal and Submission Information

#### A. Address to Request Applicable Forms

Standard Forms 424 and 424A may be obtained from the following website; <http://www.epa.gov/region07/economics/appforms.htm>. For more information about these forms contact Gary Bertram at 913-551-7533 or 1-800-233-0425.

#### B. Content and Form of Proposal Submission

Proposals must include the following:

1. Lead Agency (i.e., the agency applying for the grant funds) and Key Contact(s);
2. Other Involved Agencies (if any) and Key Contacts;
3. Background (including a statement of the problems or issues that the project will address and the current status of pollution prevention activities in the State);
4. Summary of the Project (including the project strategy, measurement of success, goals, and objectives);

5. Specification of Tasks and Deliverables;
6. Level of Funding Requested (including the percentage of the project that will be funded with federal dollars) This includes an itemization of the amounts budgeted by individual Object Class Categories (see Allowable Cost section below) **(Note: Region 7 has set maximum federal funding at \$140,000 per proposal.)**;
7. Matching Resources for Project (requested federal money must be matched by at least an equal level of funds and/or in-kind goods and services);
8. Schedule for Implementation (including a summary of deliverables and their due dates);
9. Statement of Experience/Capability (should include resumes or background statements for key project personnel and a description of organization's capabilities and experience as it relates to the proposed project); and,
10. Completed Standard Grant Application Form 424, Application for Federal Assistance, and 424A., Budget Information.

#### Measurement Criteria

For the FY04 P2 Grant year, EPA Region 7 is requesting that the applications include information on specific environmental measurement activities associated with the grant work.

EPA requires grantees to design individual measurement programs to follow up on assessments, to track technical assistance efforts, and to track action on web sites. The numbers can be confidentially obtained, but should be combined for the report.

Examples of information obtained for assessing technical service activities may include:

- number of requests for service;
- type of service requested, such as documents, training, technical assistance, on-site visit, web site, etc.;
- sector requesting the service, such as industry, commercial business, farmer, State or local government, non-profit, consultant, etc.; and,
- geographic calling area, such as county, state, EPA designated region, nation, or international.

Examples of information obtained from web pages and list serves to measure marketing efforts and the level of interest in the programs may include:

- numbers of web site hits and their implications if they can be determined; and,
- the number and type of responses to list serve requests (perhaps number of questions and answers may be adequate).

EPA also requires the documented environmental benefits that result from agency-awarded grants. This can be featured as an Environmental Performance Table in the appendix which includes, but is not limited to:

- reduced toxic emissions to air, water, or land;
- gallons of clean water saved;
- tons of solid waste eliminated from entering our landfills through recycling or source reduction (reported separately);
- million metric tons of CO<sub>2</sub> or CO<sub>2</sub> equivalent emissions reduced;
- energy saved in BTU's per year;
- number of firms served (at workshops, on the phone, at assessments, etc.);
- dollars saved through the programs; and,
- other measures that would be appropriate to specific proposals.

EPA stresses that we encourage individual grantees to develop their own measurement activities specifically tailored to meet the needs of their projects. EPA can provide assistance on conversion factors if needed.

### C. Submission Dates and Times

EPA will consider all initial proposals which are post-marked by the U.S. Postal Service, hand-delivered, or electronically delivered to the Agency, or include official delivery service documentation indicating EPA acceptance from a delivery service, on or before the deadline published in the request for Initial Proposals. **This due date is on or before May 26, 2004, 5 p.m. Central Time.** Initial proposals received after the due date will not be considered for funding. Proposals must be submitted to:

Gary Bertram  
ARTD/SWPP  
U.S. EPA, Region 7  
901 North 5<sup>th</sup> Street  
Kansas City, Kansas 66101

[Bertram.Gary@epa.gov](mailto:Bertram.Gary@epa.gov)

### D. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or the consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your proposal is selected for funding.

### E. Funding Restrictions

#### Allowable Costs

EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21, as appropriate. Ineligible costs will be reduced from final grant award.

### F. Other Submission Requirements:

#### Dispute Resolution Process

Procedures at 40 CFR 31.70 apply.

## **5. Proposal Review Information**

### A. Criteria

All responsive initial proposals will be evaluated using the following criteria and weights:

- ◆ **Promote multimedia pollution prevention.** Applicants should identify how projects will encourage source reduction to actively prevent pollution across all environmental media: air, water and land. Programs should reflect comprehensive and coordinated pollution prevention planning and implementation efforts statewide. [15 points]

- ◆ **Demonstrate how activities will advance state environmental goals.** Applicants must demonstrate how the proposed pollution prevention activities will complement the State's environmental goals that are included in the State environmental strategic planning documents, environmental program goals, or either PPA or PPG documents. Successful applicants will clearly link activities to environmental goals established in these comprehensive strategies. EPA encourages States to develop initiatives in priority industry sectors and geographic areas identified by the States. If the State has an Environmental Partnership Agreement developed under the National Environmental Performance Partnership System (NEPPS), the application needs to document how its activities address the Agreement's priorities. [10 points]
- ◆ **Demonstrate how activities will interact with the State's regulatory program.** Applicants must describe how their proposed pollution prevention activities will connect with their State's regulatory program issues. The work plan needs to include identifiable activities which incorporate media relevant information back to the affected regulatory program (publishing success stories in media-specific newsletters, setting up semiannual meetings with media directors, etc.). [10 points]
- ◆ **Demonstrate Partnerships.** Applicants must include a letter of agreement between the applicant and at least one other environmental assistance provider in the State. This letter should describe how the two (or more) organizations will work together to deliver complementary services. States may select any established environmental assistance provider, including Pollution Prevention Resource Exchange centers (P2Rx); National Institute of Science and Technology Manufacturing Extension Program centers (NIST MEP); Small Business Development Centers (SBDCs); Small Business Assistance Programs (SBAPs); EPA Office of Enforcement and Compliance Assurance (OECA) Compliance Assistance Centers; or university cooperative extension programs. EPA will give preference to applicants that develop joint proposals with these organizations. [15 points]
- ◆ **Identifiable measures of success.** For each of the activities identified in the application, the applicant must identify how and what criteria they are using to track the effectiveness of the activity. EPA is requesting grantees, where possible, identify and measure the environmental benefits of the activities to be conducted in the application. Measures of success should be either measures of environmental improvement, or they should be directly linked to such measures. [20 points]
- ◆ **Use of the Regional Pollution Prevention Resource Exchange.** A priority that EPA considers important to strengthen State P2 activities and aid the formation of partnerships with other business assistance providers is the Pollution Prevention Resource Exchange (P2Rx). EPA would like the grantees to use the resources available through their regional P2Rx center throughout the entire grant process. [10 points]
- ◆ **Regional Priorities.** The proposal incorporates elements of a PBT reduction effort or addresses the agriculture sector. [20 points]

#### B. Review and Selection Process

All eligible proposals will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on the above evaluation criteria. Applicants will be screened to ensure that they meet all initial eligibility criteria and will be disqualified if they do not meet the criteria. Final selection will be made by the EPA Region 7 Air, RCRA and Toxics Division Director.

#### C. Anticipated Announcement and Award Date

Region 7 anticipates announcing the successful proposal within 90 days after the closing date of this announcement. Project award is anticipated no later than 90 days after receipt of the complete funding package and receipt of regional allocation funds from Headquarters.

The Agency reserves the right to reject all proposals and make no awards.

## 6. **Award Administration Information**

### A. Award Notices

Once proposals have been reviewed, evaluated and ranked, applicants will be notified regarding the success of their proposal. Successful applicants will be required to complete additional application documents, including but not limited to; EPA Form SF-424B (Assurances - Non-Construction Programs).

A listing of the successful proposals will be posted on the R7 EPA website address, [http://www.epa.gov/region07/economics/r7\\_grant\\_opportunities.htm](http://www.epa.gov/region07/economics/r7_grant_opportunities.htm) at the at the conclusion of the competition. This website may also contain additional information about this announcement including information concerning deadline extensions or other modifications.

### B. Administrative and National Policy Requirements

Refer to National solicitation.

### C. Reporting

Grantees will be required to submit, either electronically or by paper, each of the semi-annual progress reports and the final report of the grant deliverables to the Region 7 Pollution Prevention Program in Kansas City (Address #1); two hard copies and one electronic version of the grant deliverables to the Regional Pollution Prevention Resource Information Center (Address #2); and one hard copy of each of the semi-annual progress reports and the final report and deliverables to the Pollution Prevention Division in Washington D.C. (Address #3).

#### Address #1:

Gary Bertram  
ARTD/SWPP  
U.S. EPA Region 7  
901 North 5<sup>th</sup> Street  
Kansas City, KS 66101

#### Address #2:

Rick Yoder  
P2RIC  
NBDC  
1135 M Street, Suite 200  
Lincoln, NE 68508

#### Address #3:

P2 Grant Products  
Pollution Prevention Division (7409)  
Environmental Protection Agency  
401 M St., SW  
Washington, DC 20460

## 7. **Other Information**

For more information or questions about this guidance or the FY04 P2 grant program in EPA Region 7, please contact Gary Bertram at (913) 551-7533, or toll-free at (800) 223-0425.

## Environmental Performance Table

Select aspects and measures from this table on which you will be reporting as a result of your activities.

<b><u>Categories</u></b>	<b><u>Aspects</u></b>	<b><u>Measures</u></b>
<b><u>ENERGY USAGE</u></b>	<b><u>Total Energy Usage</u></b>	<b><u>BTU, MMBTU</u></b>
<b><u>WATER USAGE</u></b>	<b><u>Total Water Usage</u></b>	<b><u>gallons</u></b>
<b><u>MATERIALS USAGE</u></b>	<b><u>Total Materials Usage</u></b>	<b><u>tons, metric tons</u></b>
	<b><u>Hazardous Materials Usage</u></b>	<b><u>tons, metric tons</u></b>
	<b><u>Recycled/Re-Used Materials Usage</u></b>	<b><u>tons, metric tons</u></b>
<b><u>AIR EMISSIONS</u></b>	<b><u>Emissions of Greenhouse Gases</u></b>	<b><u>tons, metric tons carbon-equivalent of CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, and halo-carbons</u></b>
	<b><u>Emissions of Ozone-Depleting Chemicals</u></b>	<b><u>pounds, tons</u></b>
	<b><u>Emissions of VOCs</u></b>	<b><u>tons, metric tons</u></b>
	<b><u>Emissions of NO<sub>x</sub></u></b>	<b><u>tons, metric tons</u></b>
	<b><u>Emissions of Sulfur Dioxide</u></b>	<b><u>tons, metric tons</u></b>
	<b><u>Emissions of Particulate Matter</u></b>	<b><u>tons, metric tons PM<sub>10</sub> and PM<sub>2.5</sub></u></b>
	<b><u>Emissions of Carbon Monoxide</u></b>	<b><u>tons, metric tons</u></b>
	<b><u>Emissions of Toxics</u></b>	<b><u>pounds of chemicals listed as toxic under CAA, TRI and State statutes, also HPV and PBT list</u></b>

<b>Categories</b>	<b>Aspects</b>	<b>Measures</b>
<b>WASTE</b>	<b>Total Solid Waste</b>	tons, metric tons (including production scrap, if not recycled/reused)
	<b>Hazardous Solid Waste</b>	tons, metric tons
	<b>Toxic Releases to Land</b>	tons, metric tons TRI, HVP, PBT chemicals
<b>DISCHARGES TO WATER</b>	<b>COD Discharges to Water</b>	pounds
	<b>BOD Discharges to Water</b>	pounds
	<b>Discharges of Toxics to Water</b>	pounds of chemicals listed under CWA, TRI, HPV, PBT, State statutes
<b>ACCIDENTAL RELEASES</b>	<b>Release History</b>	number, quantity of RQ, accidental releases reportable under EPCRA
	<b>Vulnerability and Potential for Releases</b>	size of Vulnerable Zone per Off-Site Consequence Analysis
		volume of Extremely Hazardous Substances in inventory
<b>PRESERVATION/RESTORATION</b>	<b>Habitat Impacts</b>	destruction, degradation, creation, or enhancement of habitat, including wetlands, riparian areas
<b>PRODUCT PERFORMANCE</b>	<b>Expected Lifetime Energy Use of Product</b>	KWh, BTU
	<b>Expected Lifetime Waste (to air, water, land) of Product</b>	tons, metric tons, by aspects in air, waste, water categories above
	<b>Packaging Materials Used in Product</b>	tons, metric tons
	<b>Waste to Air, Water, Land from Disposal or Recovery of Product</b>	tons, metric tons, by aspects in air, waste, water categories above

The following acronyms are used in the *Environmental Performance Table*

BOD	=	Biological Oxygen Demand
CAA	=	Clean Air Act
COD	=	Chemical Oxygen Demand
CWA	=	Clean Water Act
BTU	=	British Thermal Units
EPCRA	=	Emergency Preparedness and Community Right-to-Know Act
HPV	=	High-Production Volume Chemicals (a list of chemicals covered by HPV is available at <a href="http://www.epa.gov/chemrtk/hpvchmlt.htm">http://www.epa.gov/chemrtk/hpvchmlt.htm</a> )
Kwh	=	Kilowatt Hours
PBT	=	Persistent, Bioaccumulative and Toxic Chemical

MMBTU = Million Metric British Thermal Units  
PM10 = Particulate Matter less than 10 microns  
PM2.5 = Particulate Matter less than 2.5 microns  
RQ = Reportable Quantity under the Comprehensive Environmental  
Responsibility and Cleanup Act (CERCLA)  
TRI = Toxic Release Inventory (a list of chemical covered by TRI is available at  
<http://www.epa.gov/tri/chemical>)  
VOC = Volatile Organic Compounds