



**U.S. ENVIRONMENTAL PROTECTION  
AGENCY'S  
SOURCE REDUCTION ASSISTANCE  
PROGRAM  
GRANT WRITING TUTORIAL**

## BACKGROUND ON SRA GRANTS

For several years, the Environmental Protection Agency's (EPA's) Pollution Prevention (P2) program used extramural funds also known as environmental and program management funds to support P2 projects through grants and cooperative agreements. The funds were frequently issued non-competitively.

In 2003, however, the Agency created a policy for competition of assistance agreements that required most grants and cooperative agreements to be issued through competition. In response, EPA's P2 program launched the Source Reduction Assistance (SRA) Grant Program.

### **LEGEND:**



= *IMPORTANT ACTION*

## BACKGROUND ON SRA GRANTS

Over the course of the grant program, SRA grants have contributed to broad scale changes in various sectors such as:

- ❖ Small business (dry cleaning, metals finishing and print shops);
- ❖ Industry (hospitality, healthcare and agriculture); and the
- ❖ Public sector (state, tribal, local and city governments).



SRA grants have also kept numerous state leadership and voluntary programs in service by funding the latest P2 approaches.



# INTRODUCTION TO TUTORIAL

## PURPOSE OF TUTORIAL

1.0



This tutorial will help give your organization a broad but succinct analysis of what the SRA grant program is about. This self-paced tutorial is organized into the following segments:

1.1

### OVERVIEW OF THE SRA PROGRAM

- ❖ What is the Mission of the Program?
- ❖ What are the Goals of the Program?
- ❖ Why Should an Organization Consider an SRA Grant?
- ❖ How May Grant Funds be Used?
- ❖ What Benefits Does an SRA Grant Provide?

### PROGRAM DETAILS

- ❖ Highlights of the Program
- ❖ How Does the SRA Program Define Pollution Prevention?
- ❖ Who is Eligible to Apply?
- ❖ What are the Program Requirements?
- ❖ What Items Go into a Proposal?
- ❖ Final Considerations

1.2



## OVERVIEW OF SRA GRANT PROGRAM



**WHAT IS THE MISSION OF  
THE PROGRAM?**

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SRA grants support projects that aim to prevent pollution at the source using education, training, research investigation, experiments, and innovative techniques to encourage behavioral changes in the public and private sector.

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## WHAT ARE THE GOALS OF THE PROGRAM?

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- ❖ To reduce the generation of Greenhouse Gas (GHG) emissions to mitigate climate change;
- ❖ To reduce the manufacture and use of hazardous materials to improve human and ecological health;
- ❖ To reduce the use of water and conserve other natural resources to protect ecosystems;
- ❖ To create business efficiencies that derive economic benefits and improve environmental performance; and
- ❖ To institutionalize and integrate P2 practices through government services, policies and initiatives.



3.1



## WHY SHOULD AN ORGANIZATION CONSIDER AN SRA GRANT?

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If your organization is eager to reduce pollution within your state, tribe, city or local government using P2 tools (e.g., on-site technical assistance , certification programs, etc) then an SRA grant may be able to help!

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SRA grant funds may be used to support activities related to: workshops, training seminars, technical assistance, environmental audits, research, or creating, enhancing or disseminating environmental assistance tools, e.g., environmental calculators and databases, etc.

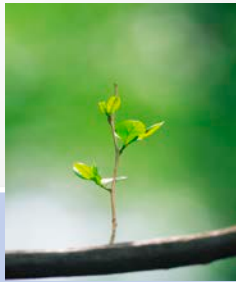
5.1



## HOW MAY GRANT FUNDS BE USED?

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**WHAT BENEFITS DOES  
AN SRA GRANT  
PROVIDE?**

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- ❖ Prior SRA grants have demonstrated that local businesses can reap cost savings and help minimize harmful effects on the environment by undergoing environmental audits – revealing water, energy and waste inefficiencies.
- ❖ Once the audit is complete, businesses have worked to integrate environmental management system (EMS) protocols into organizational or facility operating plans.
- ❖ Results from this type of SRA grant activity has revealed that EMSs have helped businesses lower overhead costs, become less reliant on natural resources (energy and water usage) and have significantly decreased the amount of hazardous material produced and released into the environment.

6.1





## BENEFITS OF SRA GRANTS CONTINUED

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- ❖ Prior SRA grant recipients have provided technical assistance to manufacturers using concepts of EPA's Economy, Energy and Environment (E3) framework.

For more information go to  
<http://www.e3.gov>.

- ❖ SRA grants have helped encourage behavioral changes within the hospitality and lodging industries.
- ❖ SRA grants encourage local communities to collaborate and partner with K-12 schools, state colleges and universities, local businesses and private industry to prevent pollution at the source.
- ❖ More generally though, SRA grants can help a wide variety of grantees perform environmentally conscious work.

6.3

# PROGRAM DETAILS



## HIGHLIGHTS OF THE PROGRAM

7.0



- ❖ EPA is authorized to issue SRA grants under six statutory authorities:
  - 1) The Clean Air Act, Section 103(b), as amended; the Clean Water Act, Section 104(b)(3), as amended; 2) the Federal Insecticide, Fungicide, and Rodenticide Act, Section 20, as amended; 3) the Safe Drinking Water Act, Section 1442 (a)(1) and (c), as amended; 4) the Solid Waste Disposal Act, Section 8001(a), as amended; and 6) the Toxic Substances Control Act, Section 10, as amended.

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- ❖ SRA grants are issued annually through a competitive process. To read project summaries of previous SRA awards, go to [Grant Summary](#).
- ❖ The Catalog of Federal Assistance number associated with SRA grants is 66.717. For more information, go to <http://www.cfda.gov>
- ❖ SRA grants are issued by the ten EPA Regional Pollution Prevention Program Offices.
- ❖ The solicitation notice is released annually, usually in December/January. For more information, go to: [Source Reduction Assistance](#).

7.2

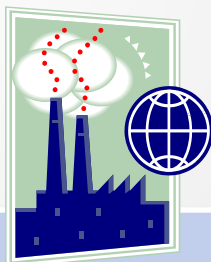


## HIGHLIGHTS OF PROGRAM CONTINUED

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- ❖ Awards typically range from \$10,000 – \$147,000 (funding is dependent on Congressional appropriation and the quality of proposals received).
- ❖ Grants may support one or two year projects.
- ❖ Eligible organizations are required to provide a small match/cost share of 5 percent as part of the total allowable project cost.
- ❖ EPA Regions review, select and manage SRA grants.
- ❖ EPA Regions usually issue a total of 20 awards per year (dependent on the quality of proposals received).

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## HOW DOES THE SRA PROGRAM DEFINE POLLUTION PREVENTION?

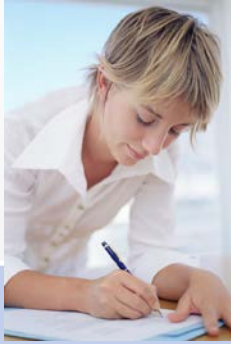
8.0

The program has historically defined Pollution Prevention (P2) as “in-process recycling,” in which materials are incorporated back into the production process at the same facility to reduce the use of virgin materials.

The program, however, now considers workplans in which materials are “lightly-used,” such as with solvents used in chemical manufacturing and sent to another facility or third-party for further processing or are reused in the production process.

However, “out-of-process recycling” of materials that have been discarded, such as used water bottles, cannot be counted as P2 and do constitute traditional recycling for energy and resource conservation. Recycling of discarded material cannot serve as a basis for SRA award funding and is more appropriately suited for grants awarded by EPA’s Office of Resource Conservation and Recovery.

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## WHO IS ELIGIBLE TO APPLY?

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### ELIGIBLE APPLICANTS INCLUDE:

The fifty states, the District of Columbia, the United States Virgin Islands, the Commonwealth of Puerto Rico, any territory or possession of the United States, local governments, city or township governments, independent school district governments, state controlled institutions of higher education, nonprofit organizations (other than institutions of higher education), private institutions of higher education, community-based grassroots organizations, and federally-recognized tribes and intertribal consortia.


*(Individuals, private or for profit businesses **are not** eligible to apply.)*



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## WHAT ARE THE PROGRAM REQUIREMENTS?

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- 
- ❖ Projects must apply the P2/source reduction methods.
  - ❖ Projects may only be proposed for one to two years.
  - ❖ Projects must align with EPA's Strategic Plan under Goal 4, Ensuring Safety of Chemicals and Prevention Pollution, Objective 4.2: Promote Pollution Prevention.  
<http://www.epa.gov/planandbudget/strategicplan.html>.
  - ❖ Projects must address one or more of the Region-specific priorities that apply to the Region where the applicant will perform the project.
  - ❖ Projects may only involve one EPA Region.

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## WHAT ITEMS GO INTO A PROPOSAL?

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### PROPOSALS NEED TO CONTAIN ITEMS 1- 4:

- 1. COVER PAGE** – This page should include the following:
  - Name of EPA grant program;
  - Funding opportunity number of announcement;
  - Title of proposal;
  - Short description of proposal;
  - Total funding of the project and requested federal funding;
  - Applicant's contact details (i.e., name of applicant, name of organization, mailing address, phone number, fax number, and email address); and
  - Applicant's registration date in the central contractor registry/system for award management database. For more information, go to:  
<https://www.sam.gov/portal/public/SAM/>.

To view a sample Cover Page go to:  
[Sample Cover Page.pdf](#).

11.1



- 2. APPLICATION FOR FEDERAL ASSISTANCE (SF-424)** – To download the form, go to: [SF-424 Form](#). When filling out the form applicants **must** provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Applicants can receive a DUNS number, at no cost, by calling the toll-free DUNS Number request line at 1-866-705-5711 or by visiting the D&B website at: <http://fedgov.dnb.com/webform>.
- 3. KEY CONTACTS LIST (5700-54)** – The primary contacts responsible for overseeing the management and budget of the project. To download the form, go to: [Key Contacts List](#).







- 4. PROPOSAL NARRATIVE** (two parts): **FIRST PART**, the applicant needs to address how the organization will meet the threshold program requirements as described in the solicitation announcement and explain the organization's programmatic capability and past grant performance history.

**SECOND PART** explains the work plan – the applicant will need to describe the project strategy, note the types of environmental measures that will be counted (i.e., outputs or outcomes), note how the measurement will take place, provide a budget for each year of the project and offer a project timeline highlighting benchmarks and milestones; and

- 5. LETTERS OF SUPPORT** – A letter that describes the service the grant partner(s) will provide the applicant to help carry out the work (*recommended by program, but optional*).



## FINAL CONSIDERATIONS

- ❖ Applicants are strongly encouraged to develop work plans that intend to generate environmental outcomes measures (i.e., pounds of hazardous material reduced, metric tons of carbon dioxide equivalent (MTCO<sub>2</sub>Eq) reduced, gallons of water saved, and dollars saved through P2 efforts); while also addressing the Agency's grant policy requirements and those of the SRA program. For more information on environmental measurement, go to: <http://epa.gov/p2/pubs/grants/index.htm#gen>.
- ❖ It is recommended that applicants allow sufficient time (6 weeks or more) to prepare their work plans – this is especially advised for new applicants.
- ❖ New applicants are also encouraged to review EPA's Office of Grants and Debarment General Grant Writing Tips website at: <http://www.epa.gov/ogd/recipient/tips.htm> to assist with preparing proposals.
- ❖ To view Frequently Asked Questions on the SRA program and to learn more about other grant programs administered by EPA's Pollution Prevention Program, please visit our website at: <http://epa.gov/p2/pubs/grants/index.htm>.

**Sample Cover Page**

*[Grant Program Title]* **FY 2013 Source Reduction Assistance Grant Program**  
*[Funding Opportunity Number]* **EPA-HQ-OPPT-2013-XXX**

*[Title]* **Groundwater Guardian Green Sites Expansion (GGGS)**

*[Short Description - no more than 300 characters]*

Project will use pollution prevention at the source. It will document, calculate, and publicly recognize the environmental outcomes of reducing the use of fertilizer, pesticide, and water and of effectively managing sources of pollution.

*[Project funding]*

**Total Project Funding: \$46,804**

**Requested Funding: \$39,804**

*[Applicant's contact information. The contact information should include a primary contact, i.e., the person responsible for implementing the grant project and if desired an administrative contact, i.e., the person responsible for submitting the grant proposal]*

**Name:** Jane Doe  
**Address:** 1200 Pennsylvania Ave, N.W.  
Washington, D.C. 20460  
**Tel:** (222) 222-2222  
**Fax:** (222) 222-2222  
**Email:** doe.jane@aol.com

*[Central Contractor Registration]*  
**Central Contractor Registration Date:** 1/10/2013