

**AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)
Office of Chemical Safety and Pollution Prevention**

Funding Opportunity Title: FY 2014 Request for Proposals for the Pollution Prevention Information Network (PPIN) Grant Program

ACTION: Request for Proposals (RFP)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.708

FUNDING OPPORTUNITY NUMBER: EPA-HQ-OPPT-2014-003

SUBMISSION DATE: Proposals are due **Tuesday, April 15, 2014, 11:59 pm (EDT)**. Applicants may submit proposals in hardcopy or in electronic format. Hardcopy proposals **must be postmarked by April 15, 2014** in order to be considered for funding. For applicants submitting hard copy proposals via express delivery (such as UPS, FedEx, etc), the date on the waybill will serve as the postmark. **Electronic submissions must be submitted via <http://www.grants.gov> by April 15, 2014, 11:59 pm (EDT)**. Proposals received electronically or postmarked after the closing date and time will not be considered for funding. For additional information on submitting a proposal, please refer to Section IV of this announcement.

SUMMARY: The Pollution Prevention Information Network (PPIN) grant program funds regional centers that serve both regional and national pollution prevention (P2) information needs. Grantees determine audience needs and then supply quality information and training on source reduction and related P2 practices. Grantees provide assistance and training to businesses whose lack of information may be an impediment to implementing source reduction, preventing pollution or adopting sustainable practices. Grantee activities must support regional P2 priorities and the national P2 information network. Proposals must describe P2 outputs and projected P2 outcomes for all activities. The work plan must describe how progress towards achieving the expected environmental outcomes will be measured.

FUNDING/AWARDS: Approximately \$700,000 in federal funds will be available for grant awards in FY 2014¹, under the authority of the Pollution Prevention Act of 1990. Grant awards made to eligible entities, including eligible states, tribes, and intertribal consortia, will fund work conducted in FY 2015. Funding is subject to the availability of funds, the quality of the proposals received, and other applicable considerations. EPA anticipates awarding up to eight assistance agreements under this announcement. The project period for these awards can be no more than 12 months and applicants may request no more than \$130,000 in federal funding.

ELIGIBILITY INFORMATION: Eligible applicants 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 colleges and universities, and federally-recognized Indian tribes that meet the requirements for treatment in a manner similar to a state as described in 40 CFR 35.663, and Intertribal Consortia that meet the requirements in 40 CFR 35.504.

¹ FY 2014 is the period from October 1, 2013 to September 30, 2014. FY 2015 is the period from October 1, 2014 to September 30, 2015.

CONTENTS BY SECTION:

Section I.	Funding Opportunity Description
Section II.	Award Information
Section III.	Eligibility Information
Section IV.	Proposal Submission Information
Section V.	Proposal Review Information
Section VI.	Award Administration Information
Section VII.	Agency Contact
Section VIII.	Other Information
Appendix A	Instructions for Applying through Grants.gov
Appendix B	Guidance for Submitting Environmental Outcome Measures for the PPIN Grant Program
Appendix C	Project Timeline Samples
Appendix D	Itemized Budget Guidance and Sample Breakdown of Cost

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program history: Pollution Prevention Information Network (PPIN) grant program seeks to improve development and dissemination of P2 information by funding regional P2 information centers. These centers serve state, tribal, and local government needs in addition to providing P2 information directly to businesses. The regional centers collaborate and coordinate on P2 information development and dissemination activities nationally in order to decrease duplication of effort and promote efficiency. Information and training are used to assist businesses in identifying better environmental strategies for reducing or eliminating waste and conserving natural resources. Grantees of this program have created a national network called the Pollution Prevention Resource Exchange (P2Rx) which provides information and services on their websites (see: <http://www.epa.gov/oppt/p2home/pubs/p2rx.html>).

This grant program is distinct from the P2 grant program (<http://www.epa.gov/p2/pubs/grants/index.htm#p2grant>) because these funds support regional P2 information centers that work beyond a single state's boundaries. Often, other states, tribes, or regions successfully use P2 information developed by one grantee responding to local geographic or regulatory needs. Prior grant activities have supported development of quality, peer-reviewed P2 content, training and webinars to promote the adoption of P2 practices by state, tribal and local governments, institutions or businesses.

B. Program goals for FY 2014:

1. The overarching goals for the PPIN program: The goals of the PPIN grant program are to establish a network of centers that:

- a) Provide quality, peer-reviewed P2 information, technical assistance and training,
- b) Support regional P2 priorities,
- c) Collaborate in a national P2 information network, and
- d) Document and measure behavior change and other intermediate outcomes showing progress towards long-term environmental outcomes related to source reduction.

Each applicant agrees to share P2 information nationally, utilizing web-based tools, websites, webinars, blogs, or other means. Applicants agree to share expertise and program experiences relevant to other regions.

Applicants agree to use the National P2 Results Data System to document activity measures, behavioral results and environmental outcomes resulting from their grant work plan. Applicants should facilitate training in the use of the P2 Results system.

Nationally, the regional centers provide assistance to businesses for which lack of information may be an impediment to implementing source reduction, preventing pollution, or adopting sustainable practices. Centers may serve more than one EPA region, target information to a specific audience, or support a nationwide initiative.

EPA encourages consolidation of expertise and assistance in a regional center in order to address unique state, tribal or regional needs. An applicant may choose to target a specific national audience, such as tribes or a business sector. A center may focus their expertise and activities on regional priorities that coincide with national P2 initiatives such as E3: The Economy, Energy and Environment program, green chemistry or the hospitality sector. EPA's Pollution Prevention Program also promotes greener products and greening sport events.

Currently, some centers collect P2 case study information and make it available to a national audience on a website. Some centers offer training and provide follow-up services for attendees. A center may report P2 environmental outcomes resulting from actions taken as a result of the training, such as reduced carbon emissions, reduced energy or water consumption or adoption of P2 practices that save money and reduce the use of toxics.

A 2008 evaluation² of the PPIN by the EPA Office of Policy, Economics and Innovation concluded, "The [P2Rx] centers appear to be providing some of the right products, services and content to businesses to promote P2". The report noted the centers are a neutral and non-regulatory entity that encourages businesses to seek them out. EPA strongly recommends that applicants review the measures in Tables 4-1 and 4-2 of this report and incorporate these measurement activities as part of their proposals. The measures described in these tables include activity and website measures, case studies, direct follow-up contact, pre and post-conference surveys; user needs assessments, and use of the P2 Results database. As cited in the study, centers should "capture behavior change or intermediate outcomes if ultimate outcomes are not available. Behavior changes can be assumed to be correlated in a general way with long-term outcomes, even if these outcomes are not quantified."

2. Support the USEPA Pollution Prevention Program Strategic Plan: Pollution prevention is a cornerstone of the sustainability movement. The broad mission of EPA's Pollution Prevention (P2) Program is to prevent pollution at the source, promote the use of greener substances and processes and conserve natural resources. These are critical steps towards achieving a sustainable society. The PPIN grant program has adopted the goals described in the "U.S. Environmental Protection Agency 2010-2014 Pollution Prevention Program Strategic Plan" (posted at <http://www.epa.gov/opptintr/p2home/pubs/docs/P2StrategicPlan2010-14.pdf>).

² The evaluation report is available in its entirety at:
<http://www.epa.gov/evaluate/pdf/pesticides/eval-effectiveness-epa-p2-information-network.pdf>

EPA's Pollution Prevention Program developed this plan and these goals are complementary to the Agency strategic plan cited in Section I.C.3.

Proposals must describe activities that address one or more of the following national P2 program strategic plan goals:

- a) Reduce the generation of greenhouse gas (GHG) emissions to mitigate climate change;
- b) Reduce the manufacture and use of hazardous materials to improve human and ecological health;
- c) Reduce the use of water and conserve other natural resources to protect ecosystems;
- d) Create business efficiencies that derive economic benefits and improve environmental performance; and/or
- e) Institutionalize and integrate pollution prevention practices by way of technical assistance, policies, and initiatives.

3. EPA regions' P2 priorities: To complement the five national focus areas identified above, regions have developed priorities that identify specific environmental issues, projects, and/or programs of significant interest to the states or tribes in their region. As described in Section V, when evaluating proposals and making final funding decisions, EPA will consider the priorities of the region(s) as well as the national focus area(s) selected by the applicant. **Applicants are encouraged to address their region's priorities throughout all the elements of the proposal. Applicants must address one or more of the national P2 strategic plan goals and one or more of the regional priorities.**

Region 1 (CT, ME, MA, NH, RI, VT)

- a) Gather and disseminate current information and provide training (through webinars and/or workshops) for use by technical assistance providers (TAPs), businesses and industry on source reduction, green chemistry/green toxicology or pollution prevention to address state and regional priorities. Regional areas of interest include: i) Green chemistry/toxics use reduction opportunities to address NE business challenges, e.g., green chemistry opportunities for refrigeration (to avoid ammonia releases and or CFC releases); ii) Compliance and P2 opportunities for biodiesel manufacturing/production; iii) Measurement tools for evaluating effectiveness of P2 projects and programs.
- b) Sector support for groceries, including support for technical assistance that will lead to measureable results in any of the EPA Goal 4, Objective 4.2 measures (see Section I.C.5);
- c) Partner with Region 1 on developing and hosting a sustainable business forum for states and relevant regional businesses.
- d) Facilitate discussions among states, colleges and universities in the Northeast P2 Roundtable through conference calls, webinars, and meetings with activities that include but are not limited to: i) identifying state priorities for FY16, including risks that source reduction or green chemistry can address; ii) identifying how to support and best opportunities for P2 internship programs to achieve P2 results; iii) identifying topics for training, emerging P2 opportunities coming from state media programs, opportunities to promote the P2 efforts in the Region, etc; iv) identifying E3 (Economy, Energy, Environment) opportunities.

Region 2 (NJ, NY, PR, VI)

- a) Assist states, tribes, and TAPs in reducing toxics (e.g., green chemistry, engineering and design, green procurement) in businesses in urban environments that are subject to impacts from extreme weather events (i.e., storm surge, sea level rise, and general flooding events).
- b) Facilitate targeted trainings on topics of high interest and rapid response technical assistance.
- c) Develop and disseminate up-to-date information, and contribute to existing information networks regarding: hospitality, supermarkets and toxics reduction in businesses in urban environments that are subject to impacts from extreme weather events.

**Region 3 (DE, DC, MD, PA, VA, WV) and
Region 4 (AL, FL, GA, KY, MS, NC, SC, TN)**

- a) Assessment of state and TAP needs, identifying information voids, and using information networks to fill these voids which will be shared through workshops, trainings, and/or webinars developed by the grantee; and,
- b) Assistance to states and TAPs in achieving measurable reductions in GHGs, water use, hazardous materials, and costs through information assistance in the collection of baseline data, P2 project implementation, and calculation of P2 results.
- c) Support the manufacturing sector through E3 (Energy, Economy, Environment) approaches and green chemistry/green engineering approaches.

Region 5 (IL, IN, MI, MN, OH, WI)

- a) Assessment of state and TAP needs (especially in green chemistry applications), identifying information voids, and using information networks to fill these voids which will be shared through workshops, trainings, and/or webinars developed by the grantee; and,
- b) Providing assistance to states and TAPs in achieving measurable reductions in GHGs, water use, hazardous materials, and costs through information assistance in the collection of baseline data, P2 project implementation, and calculation of P2 results.

Region 6 (AR, LA, NM, OK, TX)

- a) Assist TAPs in region in meeting their priorities in creating strong P2 programs.
- b) Host training workshops to assist the state or tribal agencies in training businesses to implement P2 techniques and to report impacts.
- c) Host programs that benefit the state or tribal P2 programs in the region and ultimately businesses in the region, such as the P2 planner, P2 options and the regional renew program.
- d) Promote projects that use P2/source reduction techniques and strategies for businesses, government and consumers (e.g., E3, energy efficiency, Lean and Green techniques) and achieve measurable results by reducing pollution and hazardous waste, limiting water use, saving money and/or conserving energy
- e) Continue to lead in development and implementation of measurement methods that exceed national standards.

Region 7 (IA, KS, MO, NE)

Region 7's resources will address climate change through high impact projects implemented by state programs for the benefit of the business community. These priorities will enhance the outreach and education programs of the States to further the adoption of source reduction technologies. The region will award a cooperative agreement to:

- a) Provide assistance to Region 7 Technical Assistance Providers as well as key governmental and non-governmental service providers (e.g. agricultural extension services or industrial associations) using a variety of training media to build collaborative source reduction partnerships. The training should include local case studies and appropriate field trips to illustrate essential points so that participants may easily apply the training content to their work. The source reduction training needs identified by the states are: 1) Agriculture; 2) Food Processing; 3) Healthcare; 4) Supply chain to the transportation original equipment manufacturers; 5) Financial Industry (increase portfolio investments that advance P2 processes and sustainability) and 6) Greening of schools and campuses (supply chain; facility downsizing; and water management).
- b) Coordinate the Region 7 Pollution Prevention Roundtable, an external organization of technical assistance providers, through administrative assistance and activities including but are not limited to: 1) hosting and planning a 2.5 day Roundtable session in Kansas City, MO; 2) providing source reduction training opportunities; 3) conference calls; and 4) webinars.

Region 8 (CO, MT, ND, SD, UT, WY)

- a) Develop innovative and targeted outreach tools for our P2 audiences (tribal communities, environmental justice communities, small businesses, local governments, and agricultural community) with the goal of building P2 knowledge and capacity.
- b) Support tribal environmental and P2 programs, as well as EPA tribal outreach efforts, through information sharing, coordination, and training.
- c) Facilitate the exchange of P2 information among peers (i.e.; government to government, tribe to tribe, business to business) via websites, webinars, and other new methods of information exchange.
- d) Support collection, tracking, and reporting of environmental and P2 metrics from TAPs.

Region 9 (AZ, CA, HI, NV, AS, GU) requests at least three of these priorities be addressed:

- a) Assist state and local P2 Technical Assistance Providers to strengthen their P2 effectiveness through targeted trainings on topics of high interest.
- b) Develop and disseminate up-to-date information in targeted topics including environmentally preferable purchasing and chemical use reduction and contribute to existing information networks for topics including hospitality.
- c) Facilitate greater coordination and information sharing to support and grow the network of green-business certification programs across the Region.
- d) Assess on a regular basis the information needs of center customers and potential users to ensure information products and services are timely, useful, and utilized.
- e) Develop and demonstrate effective practices to measure effectiveness of information provision. Conduct follow-up on webinars, conferences and/or calls, trainings, and workshops to verify changes in behavior, activities, or practices.

Region 10 (AK, ID, OR, WA) address one or more of these regional areas of interest identified by the Region 10 states and tribes: Economy, Energy and Environment (E3), Lean & Environment; green chemistry and toxics reduction; sustainable procurement; recognizing chemicals of concern in supply chains, eco-labels and criteria for purchasing; construction industry; ports (truck, ship emissions); nanotechnology; P2 internship programs; life-cycle assessment tools; measurement tools for evaluating social marketing.

C. EPA grant requirements

1. Statutory authority in the Pollution Prevention Act of 1990 (PPA): Authority for this grant program is provided by Congress under Section 6605 of the Pollution Prevention Act of 1990 (<http://www.epa.gov/p2/pubs/p2policy/act1990.htm>). The PPA requires the EPA Administrator to consider whether grant outcomes would accomplish the following:

- Make specific technical assistance available to businesses seeking information about source reduction opportunities, including funding for experts to provide on-site technical advice to businesses seeking assistance and to assist in the development of source reduction plans
- Target assistance to businesses for whom lack of information is an impediment to source reduction
- Provide training in source reduction techniques. Such training may be provided through local engineering schools or other appropriate means.

This language from the Pollution Prevention Act has been incorporated into the evaluation criteria listed in Section V. A. Proposals must describe how the project strategy will support these outputs and outcomes.

2. 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 cooperative agreements to the following applicants: 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, including state colleges/universities³, federally-recognized tribes that meet the requirements for treatment in a manner similar to a state and intertribal consortia (40 CFR 35.504). For further information about these federal regulations, see this web page: <http://www.epa.gov/lawsregs/search/40cfr.html>.

3. Definition of pollution prevention (P2): Pollution prevention is often used in place of the term source reduction and is defined in 40 CFR Part 35.343 as follows: “ Pollution prevention/source reduction is any practice that:(1) 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, treatment, or disposal;(2) Reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or

³ Colleges or universities that are agencies or instrumentalities of a state government are eligible and must include documentation demonstrating that they are chartered as a part of a state government. Documentation may include: a state constitution reference, college/university charter, W-7 tax form or case law that has confirmed the college or university to serve as an instrumentality of a state. Colleges or universities that are not chartered as a part of state government are not eligible.

contaminants; or (3) Reduces or eliminates the creation of pollutants through:(i) Increased efficiency in the use of raw materials, energy, water, or other resources; or(ii) Protection of natural resources by conservation.

Pollution prevention/source reduction does not include any practice which alters the physical, chemical, or biological characteristics or the volume of a hazardous substance, pollutant, or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or the providing of a service.”

Recently EPA has clarified that: when the reuse and/or remanufacturing of material product is integral and necessary for the production of product, the reuse or remanufacturing of a material product before discard is considered source reduction.

4. Cost sharing and matching requirements: P2 grant recipients, as required under Section 6605(b) of the PPA, must provide at least a 50 percent match of the total allowable project cost. Refer to **Section III.C.**

5. Alignment with EPA’s Strategic Plan: Proposed work plans must note a commitment to work towards these long-term targets provided in the Agency’s FY 2011-2015 Strategic Plan (see this URL: <http://www.epa.gov/planandbudget/strategicplan.html> and click on FY 2011- 2015 Strategic Plan. Objective 4.2 is on page 57.) The strategic measures listed under Goal 4: Ensuring Safety of Chemicals and Preventing Pollution, Objective 4.2: Promote Pollution Prevention are:

- a) By 2015, reduce 15 billion pounds of hazardous materials cumulatively through P2.
- b) By 2015, reduce 9 million metric tons of carbon dioxide equivalent (MMTCO₂Eq) cumulatively through P2.
- c) By 2015, reduce water use by an additional 24 billion gallons cumulatively through P2.
- d) By 2015, save \$1.2 billion through P2 improvements in business, institutional, and government costs cumulatively.
- e) Through 2015, increase the use of safer chemicals cumulatively by 40 percent.

These numeric targets encompass a variety of Agency programs including grants, voluntary partnerships, and eco-labeling programs. Proposals must note how their activities will contribute to one or more of these Agency targets.

6. EPA’s statutory measurement provisions and environmental results policy: EPA’s Environmental Results Policy (EPA Policy Order No.5700.7A1 (http://www.epa.gov/ogd/epa_order_5700_7a1.pdf) notes that it is EPA’s policy to:

- a) Link proposed assistance agreements to the Agency’s Strategic Plan;
- b) Ensure that outputs and outcomes are appropriately addressed in assistance agreement competitive funding announcements, work plans and performance reports; and
- c) Review the results from completed assistance agreement projects and report on how they advance the Agency’s mission of protecting human health and the environment.

In addition, Section 6605 of the PPA, 42 U.S.C. 13104(d) states: “The Administrator shall establish appropriate means for measuring the effectiveness of the state grants made under this section in promoting the use of source reduction techniques by businesses.”

Two types of audiences should be identified for P2 information services. One audience is the “end user” who is seeking P2 information for use in their own business or facility. The other audience is the “intermediate user” who uses P2 information to assist other clients. Behavioral and environmental outcomes for these two audiences may be the same or different.

a) P2 output measures: The term “output” means an environmental activity, effort, 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. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Examples of quantitative output measures anticipated from PPIN grants include, but are not limited to:

- Number of clients assisted through calls, emails or website P2 information assistance;
- Number of web site page views or user sessions;
- Number of workshops, trainings, or conferences conducted, and
- Number of P2 information resources developed and their distribution through hardcopy or electronic means.

Listserves, training or conferences all provide an opportunity for follow-up communication with customers to determine if this information related activities were associated with changes in behavior resulting in environmental outcomes.

b) P2 outcome measures: The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.

For EPA’s P2 Program, higher-level outcomes are environmental, or health-related in nature, and lower-level outcomes are behavioral in nature or economic and must be quantified. However, given the nature of the PPIN program goals that are focused on P2 information, technical assistance, training, collaboration and coordination of these services; the outcomes from PPIN grants may be more behavioral or programmatic in nature when compared to outcome results expected in the P2 grant program. Examples of possible outcome measures from PPIN grants include, but are not limited to:

- Increased awareness of P2 options,
- Increased understanding of how to implement P2 options,
- Increased capacity of a P2 program to provide P2 information and services to end users,
- Number of facilities adopting P2 plans or practices,
- Pounds of hazardous materials reduced,
- Metric tons of carbon dioxide equivalent reduced (MTCO_{2e}), and
- Dollars saved through P2 efforts.

In order to measure outcomes such as increased awareness or understanding, grantees can use pre- and post-testing during webinars or workshop sessions. Open-ended questions can be used to follow-up with participants to determine possible environmental outcomes resulting from training or information provided. Open-ended follow-up questions and pre-test/post-test surveys are not subject to the Paperwork Reduction Act. Grantees may carry out their own survey or documentation without EPA grant funding.

Centers can follow-up with workshop or conference attendees or others assisted on the phone or by email to determine if the information provided resulted in any changes in behavior or adoption of P2 practices. However surveys of 10 or more people which use the same questions are subject to the Paperwork Reduction Act (5 CFR 1320) when conducted using Federal grant funds. Any surveys conducted under PPIN cooperative agreements or where EPA appears to be conducting or sponsoring the collection of information may be subject to the Paperwork Reduction Act. Applicants can send questions regarding surveys to collect information on outcomes or customer satisfaction to the Agency contact listed in Section VII. Grantees can also use case studies to document environmental outcomes from their activities. Appendix B provides guidance on gathering and documenting environmental outcomes.

c) Proposal measurement elements: Grant applicants and recipients are required to provide a concise discussion of any expected P2 outputs and outcomes and describe their plan for tracking and measuring progress toward achieving the expected outputs and outcomes identified. Proposals should explain how the applicant plans to: 1) make each of the tasks or activities and their associated results transparent to EPA by the end of the grant period; and 2) collect and measure implemented results. Proposals that include multiple projects should provide measurement information for each project.

For general questions on why environmental measurement is important and what types of data to gather a frequently asked questions page was developed to assist grant applicants: <http://www.epa.gov/p2/pubs/grants/rfpqa.html#outcome> . Applicants should review Appendix B for an example of how to establish a causal link between P2 information activities and short-term outcomes and additional assistance on gathering and documenting environmental results.

d) Utilize a quality assurance protocol in collection of measurements. EPA currently requires all recipients of assistance agreements to comply with quality assurance requirements described here: <http://www.epa.gov/ogd/grants/assurance.htm> . Activities that involve measurement, environmental data generation, or include information obtained from other sources, such as databases or website logs, require a Quality Management Plan (QMP) and a Quality Assurance Project Plan (QAPP) that meet EPA requirements or are determined to be equivalent by EPA. Applicants should allow sufficient time and resources for this process in their proposed projects. If your organization does not have a Quality Management System in place, one must be developed. Applicants for the FY 2014 Pollution Prevention Information Network Grant Program are not required to submit the QMP and QAPP as part of the proposal package; however, each grant award will contain a term and condition establishing a deadline for the grantee to submit acceptable quality assurance documentation to EPA.

Grants awarded under this program will require the recipient to submit a QMP and QAPP to EPA for review and approval by the EPA Project Officer and EPA Quality Assurance Manager **before** undertaking any work involving environmental measurements or data generation. QMPs and QAPPs shall be prepared using EPA Requirements for Quality Management Plans (QA/R-2) (EPA 2001) found at: <http://www.epa.gov/quality1/qs-docs/r2-final.pdf> and Quality Assurance Project Plans (QA/R-5) (EPA 2001) found at: <http://www.epa.gov/quality1/qs-docs/r2-final.pdf> . An overview of quality management can be found here: <http://www.epa.gov/quality1/qatools.html> .

II. AWARD INFORMATION

A. Amount of funding available: The estimated federal funding expected to be available for awards under this competitive opportunity is approximately \$700,000 in FY 2014. This amount is dependent on the Congressional appropriations for this program, the quality of proposals received, and other applicable considerations.

Proposals must not ask for more than \$130,000 in Federal funds per year. EPA anticipates awarding up to eight assistance agreements under this announcement ranging in value from approximately \$60,000 to \$130,000 in Federal funds, subject to the availability of funds, the quality of the proposals submitted, and other applicable considerations. Awards may be fully or incrementally funded, as appropriate, based on funding availability, satisfactory performance and other applicable considerations. In FY 2013 the assistance agreements awarded ranged in value from \$90,000 to \$130,000 in Federal funding.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of original selection date.

Partial funding: In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process. To facilitate consideration of partial funding alternatives, the applicant's work plan should include clearly delineated tasks or phases. These tasks or phases should include separate budget estimates, including the associated match amounts.

B. Project period for awards: The project period for awards resulting from this solicitation will be up to one year (12 months). The estimated date for awards resulting from this solicitation will be in September 2014. Work under these awards would be expected to start October 1, 2014 and end September 30, 2015.

C. Type of assistance agreement: Successful applicants will be issued a grant or cooperative agreement as appropriate. 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 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 40 CFR 30.44(e) or 31.36(g), 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 reports rests with the recipient.

III. ELIGIBILITY INFORMATION

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 cooperative agreements to the following applicants: 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, including state colleges/universities, federally-recognized tribes that meet the requirements for treatment in a manner similar to a state and intertribal consortia (40 CFR 35.504).

B. Cost sharing and matching requirements: As required under Section 6605 of the PPA, applicants must provide at least a 50 percent match of the total allowable project cost. *The proposal must contain a detailed budget showing how 50% of the total project cost will be matched with non-Federal dollars or in-kind goods and services*⁴. Proposals that do not show how the Federal dollars will be matched will not be considered.

An example of the matching requirement is: the federal government provides half of the total allowable cost of a project and the recipient provides the other half of the cost. A one year project costing \$240,000 could be funded by a grant for up to \$120,000 in federal funds and the recipient is responsible for funding the other half (\$120,000) of the project. Cost sharing and matching contributions may include dollars, in-kind goods and services (such as volunteered time, photocopying and printing services, etc.) and/or third party contributions consistent with 40 CFR 31.24.

The match requirement may be applied at the time of award or at specified intervals during the project period. The grant applicant must document in the itemized budget plan the type of match to be applied and how it will be used. The grant project officer will monitor the grant recipient's compliance. If the match requirement is not met or is not applied at specified intervals during the project period, federal funding will cease and the recipient may be subject to an enforcement action.

C. Funding restrictions: Proposals may not ask for more than \$130,000 in Federal funds per year. Grant funds may only be used for the purposes set forth in the assistance agreement and must be consistent with the statutory authority in Section 6605 of the Pollution Prevention Act of 1990. For more information, see Section IV.E.

D. Threshold eligibility criteria: Proposals must meet the following program and submission requirements at the time of submission or they will be rejected. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

⁴ For additional information and examples of the types of items that may be used to satisfy the match requirement, please refer to: OMB Circular A-87 - Cost Principles for State, Local, and Indian Tribal Governments, Attachment B: Selected Items of Cost: http://www.whitehouse.gov/omb/circulars_a087_2004/#223 or OMB Circular A-21 Cost Principles for Educational Institutions, 2 CFR parts 215 and 220 at: http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a21.pdf.

1. Threshold program requirements:

- a) Proposals must substantially comply with the grant requirements in Section I.C, including activities related to pollution prevention, cost share, alignment with EPA’s strategic plan, and describing environmental results.
- b) Proposals must address one or more of the P2 strategic plan goals and one or more of the regional P2 priorities described in Section I.B.
- c) Proposals must be from an eligible applicant as defined in Section III.A and the project period must be for no more than 1 year as noted in Section II.B.
- d) Proposals must indicate how 50% of the total project cost will be provided in non-Federal dollars as described in Section III.B and must not ask for more than \$130,000 in Federal funds per year, Section II.A
- e) If a proposal is submitted that includes ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

2. Threshold submission requirements:

- a) Proposals must substantially comply with the proposal submission instructions. Proposals must substantially comply with the proposal submission instructions and requirements set forth in [Section IV](#) of this announcement or they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.
- b) Proposals must be received by the EPA, either postmarked by or through <http://www.grants.gov>, as specified in Section IV, on or before the proposal submission deadline published in Section IV. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV by the submission deadline.
- c) Proposals postmarked or received through <http://www.grants.gov> after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with www.grants.gov. Where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by the Agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with the contact indicated in Section VII as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed.

IV. PROPOSAL SUBMISSION INFORMATION

The process for proposal evaluation and grant awards starts first with a determination that a proposal meets threshold program and submission requirements. Then a panel of EPA staff evaluates and rank the proposals based on the evaluation criteria in Section V.A. The EPA Approval Official considers panel recommendations and then funding recommendations are forwarded to EPA Headquarters or the Regions. The office making the grant award will contact the

successful applicants and provide instructions and a due date for the remaining forms and information necessary to complete the application package.

Do not submit a full application at this time. The following section describes how to submit a proposal, submission dates, and proposal content. Applicants are advised to carefully read through these instructions.

A. How to obtain a proposal package: Applicants may download individual grant proposal forms from EPA's Office of Grants and Debarment website at:

http://www.epa.gov/ogd/grants/how_to_apply.htm. To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII of this announcement.

B. Submission dates and times

1. How to submit a proposal: Applicants may submit their proposals in one of two ways: 1) hard copy by an express delivery service or the US Postal Service, or 2) electronically through <http://www.grants.gov>. All proposals must be prepared and include the information as described in Section D below, regardless of mode of transmission.

a) Hard copy submission: EPA highly recommends that applicants use an express mail option to submit their proposal packages. If submitting a hardcopy proposal through an express delivery service, **the package must show it was submitted for delivery on or before April 15, 2014**, as shown on the waybill. Please provide one original of the proposal package (including signed and completed SF 424 and SF 424A forms) and one copy (preferably double-sided)--no binders or spiral binding--to:

Express delivery address (FedEx, UPS, DHL, etc.)

U.S. Environmental Protection Agency
1201 Constitution Ave. NW
EPA-East, Room 5213
ATTN: Beth Anderson (Mail Code 7409M)
Washington, DC 20004.
Phone: (202) 546-8833 or (202) 564-8800

If submitting a hardcopy proposal using the US Postal Service, **it must be postmarked by April 15, 2014 and an email alerting EPA to expect the proposal should be sent to:**

anderson.beth@epa.gov. Please provide one original of the proposal package (including signed and completed SF 424 and SF 424A forms) and one copy (preferably double-sided).

Hardcopy proposals sent by regular US Postal Service should be addressed to:

Beth Anderson
Pollution Prevention Division (MC-7409M), EPA-East, Room 5213
USEPA Office of Pollution Prevention and Toxics
1200 Pennsylvania Ave., NW, Washington, DC 20460-0001.

b) Electronic submission: The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements go to

<http://www.grants.gov> and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

For a complete description of how to submit a proposal through Grants.gov, please refer to the instructions provided in Appendix A.

2. Proposal submission date and time:

- a) If submitting a hardcopy proposal through an express delivery service, the package must show it was submitted for delivery on or before April 14, 2014, as shown on the waybill.
- b) If submitting a hardcopy proposal using the US Postal Service, it must be postmarked by April 15, 2014 and an email alerting EPA to expect the proposal should be sent to: anderson.beth@epa.gov
- c) If submitting a proposal electronically, your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) **no later than April 15, 2014 at 11:59 pm EDT.**

C. Proposal content and form

1. Proposal length and format: The proposal narrative, as described below, must not be longer than 10 single-spaced pages and formatted for 8 ½" x 11" paper. The font used in the proposal should be easily readable. Include page numbers on the proposal to facilitate evaluation. Federal forms, the cover page, and appendices, such as resumes, letters of support, and indirect cost agreement, will not count toward the 10 page limit. Electronic files must be readable in Adobe Acrobat PDF or MS Word for Windows.

2. Proposal package content: Regardless of mode of submission, the following forms (found at <http://www.epa.gov/ogd/AppKit/application.htm>) and documents are required under this announcement:

- a) Application for Federal Assistance SF-424
- b) Key Contact List (EPA Form 5700-54)
- c) Proposal Narrative- addresses threshold eligibility criteria, programmatic capability and project work plan in 10 pages.
- d) Other attachments, such as: Letters of support or resumes. These attachments do not count towards the 10 page limit cited in Section IV.D above.

a) Application for Federal Assistance SF 424: Complete the form. There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711 or visit the website at <http://dnb.com>.

b) Key Contact List (EPA Form 5700-54): Complete the form. There are no attachments.

c) Proposal narrative: The proposal narrative is subject to the 10 page limit and must address all of the evaluation criteria listed in Section V.

i) Programmatic capability:

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

ii) Past performance: Submit a list of federally or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements).

- Describe whether, and how, you were able to successfully complete and manage those agreements.
- Describe your history of meeting the reporting requirements under those agreements including whether you adequately and in a timely manner reported on your progress toward 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.

In evaluating applicants under these factors in Section V, 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 proposal 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.

iii) Project work plan: The project work plan must clearly describe the following areas in order to address Section I requirements and Section V evaluation criteria:

A. Project strategy: The work plan must describe how the proposed activities will meet the three needs stated in the Pollution Prevention Act (and in the statutory criteria for P2 Grants as described in the P2 regulations at 40 CFR 35.342 and 35.661):

- Make specific technical assistance available to businesses seeking information about source reduction opportunities, including funding for experts to provide on-site technical advice to businesses seeking assistance in the development of source reduction plans,
- Target assistance to businesses for whom lack of information is an impediment to source reduction,
- Provide training in source reduction techniques. Such training may be provided through local engineering schools or other appropriate means.

The work plan should describe the data used to determine the need for proposed services or P2 information such as user needs assessments, focus group or user comments. The work plan should specify the intended audience(s) for proposed activities and how satisfaction will be measured. For example, P2 information can be written for specific audiences such as schools, hospitals, or sports teams.

B. National P2 information dissemination: The work plan must describe the communication tools used to disseminate P2 information nationwide. Describe how communication will improve coordination and promotion of P2 information and training. Describe outreach to other P2 information centers, state or tribal technical assistance programs and include measures for successful P2 information dissemination.

C. National and regional priorities: The work plan must identify the regional and national P2 environmental priorities addressed. In some regions, the national and regional priorities may be the same. Describe expertise and resources that support the proposed activities and how progress towards these goals will be measured.

D. Collaboration: The work plan must describe plans for working and collaborating with partners within regions or other regional centers to build shared P2 information resources. Work plans should be specific about the role of each partner in the proposed activities. Letters of support should clearly state the intent of the partner and their contribution, cash or in-kind services to the project.

E. Environmental outcome measurement: The work plan must describe a methodology for tracking and measuring progress toward achieving expected environmental outcomes. The work plan should describe measures of activities and outputs that are related to future environmental outcomes. The applicant must explain how they intend to collect, calculate, track and report P2 measures for each task. For more information, see Section I.C.6..

iv) Timeline and budget:

A. Timeline. The proposal must include a timeline to sequence the order of activities and deliverables. The work plan should describe how the timeline will meet the needs of the targeted business sector or audience.

B. Budget. The work plan must include a detailed budget that estimates the cost for the ten standard budget object classes (personnel, fringe benefits, travel, equipment, supplies, contracts, other expenses, income, total direct costs, and total indirect costs) with Federal and non-Federal matching funds in separate columns.

The narrative must provide an approximation of the percentage or dollar amount and full time equivalent (FTE) designated for each work plan task. Travel should indicate the number of individuals traveling, destination of travel, number of trips and the reason for travel. The budget narrative should justify equipment for the project and describe how contractual or sub-grant funds will be used.

C. Describe procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

d) Other attachments: Letters of support and/or resumes can be included in the proposal package as appendices and will not count against the 10 page limit for the project narrative. When the work plan describes partnerships, funding, or in-kind services, a letter of support must be included in the proposal. Letters of support clearly state the intent of the partner and their contribution, cash or in-

kind services to the project. A letter of recommendation only offers approval of the proposed activity.

D. Intergovernmental review: The PPIN grant program is eligible for coverage under Executive Order 12372, "Intergovernmental Review of Federal Programs" and 40 CFR Part 29. An applicant should consult the office or official designated as the single point of contact in his or her state for more information on the process the state requires to be followed in applying for assistance, if the state has selected the program for review. If the state has not selected the program for review or the state does not have a single point of contact, applicants must coordinate directly with affected state, area-wide, regional, and local entities. If the applicant does not know who their single point of contact is, they are advised to call the EPA Headquarters Grant Policy Information and Training Branch at 202-564-5325 or refer to the State Single Point of Contact website at http://www.whitehouse.gov/omb/grants_spoc *Federally Recognized Tribal governments are not required to comply with this procedure.*

E. Funding restrictions: Proposals must not ask for more than \$130,000 in Federal funds per year. Grant funds may only be used for the purposes set forth in the assistance agreement and must be consistent with the statutory authority in Section 6605 of the Pollution Prevention Act of 1990. 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. EPA will subtract proposed ineligible costs from the final approved budget if a grant is awarded. For further information on these circulars refer to this web page: http://www.whitehouse.gov/omb/circulars_default.

F. Other information:

1. Pre-proposal/proposal communications and assistance. In accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1; http://www.epa.gov/ogd/competition/5700_5A1.pdf), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals. EPA will respond to questions received by email from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Please email questions to: anderson.beth@epa.gov and type "PPIN question" in the subject line. If necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

2. Confidential business information: EPA recommends that you do not include confidential business information (CBI) in your proposal. However, if CBI is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. The Agency protects competitive proposals/applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

3. Amending this solicitation: EPA reserves the right to amend this solicitation as necessary. Amendments could be administrative (such as changes in dates), technical (such as a change in requirements), or fiscal. If this need occurs, EPA will post the amended solicitation at the same location as this announcement (<http://www.epa.gov/opptintr/p2home/pubs/grants/index.htm>) and the amendment will also be posted on <http://www.grants.gov>.

4. Additional provisions that apply to this solicitation: Additional provisions that apply to the proposals and awards made under this solicitation can be found at: http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These provisions include but are not limited to: management fees, contracts and subawards under grants, and programmatic capability and past performance. The provisions found at the website link are important and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. PROPOSAL REVIEW INFORMATION

A. Evaluation criteria: Applicants should directly and explicitly address the criteria below in their proposal narrative. A proposal can receive a total of 100 points.

Applicants should review the Appendix C discussion of activities, outputs and outcomes before addressing these evaluation criteria. Appendix C includes a logic model diagram that shows the relationship between activities, outputs and outcomes.

1. Programmatic capability and past performance criteria add up to a total of 12 points.

a) Programmatic capability: Under this criterion, applicants will be evaluated on their ability to successfully manage and complete the proposed project taking into account the applicant's:

(i) Organizational experience and plan for timely and successful achievement of the objectives of the proposed project (**3 points**).

(ii) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (**3 points**).

b) Past performance capability: Under this criterion, applicants will be evaluated on their ability to successfully complete and manage the proposed project taking into account the applicant's:

(i) Past performance in successfully completing and managing the federally-funded assistance agreements of similar size, scope and relevance to this project identified in response to Section IV.E.5. of this announcement (**3 points**).

(ii) History of meeting the reporting requirements under the federally-funded assistance agreements identified in response to Section IV.E.5. of the announcement including whether the applicant submitted acceptable final technical reports, timely reports on progress toward achieving the expected outputs, outcomes, and measurable results and if such progress was not being made whether the applicant adequately reported why not (**3 points**).

2. Project work plan total adds up to 88 points. Under this criterion, the Agency will evaluate the following factors:

a) Project strategy: When evaluating proposals, in accordance with the statutory criteria for P2 Grants as described in P2 regulations at 40 CFR 35.342 and 35.661, EPA will evaluate whether the proposal will:

(i) Make specific technical assistance available to businesses seeking information about source reduction opportunities, including funding for experts to provide on-site technical advice to businesses seeking assistance in the development of source reduction plans **(10 points)**;

(ii) Target assistance to businesses for whom lack of information is an impediment to source reduction **(10 points)**; and

(iii) Provide training in source reduction techniques. Such training may be provided through local engineering schools or other appropriate means **(10 points)**.

b) National P2 information dissemination: How well does the proposal describe the applicant's communication tools and activities to promote the active coordination and dissemination of P2 information with other grantees and state or tribal P2 programs nationwide **(8 points)**?

c) National and Regional priorities:

i) How well does the proposal describe and address national activities and the environmental priorities? (10 points)

ii) How well does the proposal address regional P2 priorities throughout all elements of the proposal? (16 points)

d) Collaboration (8 points): How well does the proposal describe the applicant's plans for: working/collaborating with partners within the regions or other regional centers to build shared P2 information resources and using the required match contributions (as defined in Section III.C) to effectively perform the project? Letters of support, as defined in Section IV.E.6., will be considered when evaluating this criterion.

e) Environmental outcome measurement (10 points): How well does the proposal describe a methodology for tracking and measuring progress toward achieving expected environmental outcomes and outputs? Does the proposal explain how the applicant will collect, calculate, track and report data for P2 measures in each task?

f) Timeline and budget:

i) Timeline (2 points): How well does the proposal establish a timeline to sequence and deliver events and deliverables to ensure the grantee effectively meets the needs of the intended technical assistance programs and/or businesses?

ii) Budget (2 points): To what extent does the detailed budget present estimated cost for the ten standard budget object classes (personnel, fringe benefits, travel, equipment, supplies, contracts, other expenses, income, total direct costs, and total indirect costs) with Federal and non-Federal matching funds in separate columns? Are the proposed costs reasonable

and necessary to accomplish the proposed tasks? Are costs identified in a manner that allows for partitioning to each project or task in the proposal?

(iii) Procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner **(2 points)**.

B. Review and selection process: Proposals will first be evaluated against the threshold eligibility criteria listed in Section III. Only those proposals which meet all of the threshold eligibility criteria will be evaluated by a national review team using the evaluation criteria described above in Section V.A. Each eligible proposal will be given a numeric score and will be rank-ordered according to the numeric score. The national review panel will provide preliminary funding recommendations to the Approving Official based on this ranking.

C. Other factors: The Approving Official will make final funding decisions based on the rankings and preliminary recommendations of the national review team. In making the final funding decisions, the Approving Official may also consider programmatic priorities, availability of funds, geographic diversity, and/or duplication of effort with other ongoing projects. The proposals recommended for funding will be forwarded to the applicable regional P2 program office. The regional office will contact applicants to request additional forms needed to complete the application. Only those applicants asked to submit additional EPA forms and information would be considered for an award.

VI. AWARD ADMINISTRATION INFORMATION

A. Award notification: EPA anticipates notifying successful applicants via telephone or electronic/postal mail within 90 days from the date the proposals are due. Notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification is not an authorization to begin work. The notification is to inform the applicant that its proposal has been selected and is being recommended for an award. The successful applicant may need to prepare and 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.

The official notification of an award will be made by the EPA grant officer. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered 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 through electronic or postal mail.

EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail within 90 days from the date proposals are due. The notification will be sent to the original signer of the Application for Federal Assistance SF 424.

B. Reporting requirements: Specific financial, technical and other reporting requirements to measure the grant recipient's progress will be identified in the EPA grant award agreement. Reporting must be consistent with the requirements of 40 CFR 35.107, 35.115, and 35.515.

Funding recipients must complete six month and annual reports and provide a final report at the end of the grant period.

C. Administrative and national policy requirements.

1. EPA regulations. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

2. Reimbursement limitation. If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

3. Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at

http://www.epa.gov/ogd/competition/solicitation_provisions.htm. The provisions found at the website link are important and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

VII. AGENCY CONTACT

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail. For further information contact: Beth Anderson, Pollution Prevention Division (MC-7409M), USEPA Office of Pollution Prevention and Toxics, 1200 Pennsylvania Ave., NW, Washington, DC 20460-0001, telephone number: (202) 564-8833; fax number: (202) 564-8901 e-mail address: Anderson.Beth@epa.gov.

VIII. OTHER INFORMATION

A. Information about the Pollution Prevention Information Network grant program is available at: <http://www.epa.gov/oppt/p2home/pubs/grants/index.htm#ppin>. Information about the current P2Rx centers may be viewed at: <http://www.epa.gov/oppt/p2home/pubs/p2rx.html>

Appendix A

Instructions for Applying through Grants.gov.

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through grants.gov, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. 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 submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: To apply through grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>

You may also be able to access the application package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-HQ-OPPT-2014-003 or the CFDA number that applies to the announcement (CFDA 66.708), in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

Proposal Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than April 15, 2014 at 11:59 pm EDT. Please allow enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit. Please submit all of the application materials described below using the grants.gov application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the “Show Instructions” tab that is accessible within the application package itself.

Application Materials: The following forms and documents are required under this announcement:

- a) Application for Federal Assistance SF-424
- b) Key Contact List (EPA Form 5700-54)
- c) Proposal Narrative- addresses threshold eligibility criteria, programmatic capability and project work plan in 10 pages.
- e) Other attachments, such as: Letters of support or resumes.

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact Beth Anderson at (202) 564-8833. Failure to do so may result in your application not being reviewed.

Appendix B

Guidance for Submitting Environmental Outcome Measures for the PPIN grant program

1. Documenting environmental results related to EPA's Strategic Plan: As noted in Section I.C.6, in order to comply with EPA's Environmental Results policy (http://www.epa.gov/ogd/epa_order_5700_7a1.pdf) the Agency must review the results from completed assistance agreement projects and report on how they advance the Agency's mission of protecting human health and the environment. Applicants should identify the relevant environmental outputs and outcomes for each activity in their proposal and describe a plan for measuring these.

Identifying P2 information customers is critical to measuring outcomes linked to center services. Proposals should describe the target audience of an activity and how outcomes will be measured. The audience for the P2 information services can be characterized as either end users (who gather and use P2 information for themselves) or intermediate users (who pass on P2 information to other clients).

Given the number of decisions and steps between learning about a P2 practice and implementing a P2 practice, a direct causal relationship between information and long-term environmental outcomes can be hard to establish. Logic models can show the relationship between the center's activities, the target audience, outputs and the expected short-term, intermediate or long-term outcomes. The P2 information dissemination logic model (Figure 1-1) shows how P2 information might result in environmental outcomes. This logic model is part of the evaluation of the PPIN grant program (<http://www.epa.gov/evaluate/pdf/PPIN-EvalReport.pdf>).

The P2 information dissemination logic model (Figure 1-1) shows some short-term outcomes that can be measured during the project period, such as increased awareness or knowledge and improvements in information delivery. Intermediate outcomes, such as changing behavior, in an individual or an organization, may occur beyond a given project period. Long-term environmental outcomes result from behavior change such as adoption of P2 practices, changing procedures or purchasing of new equipment. Such long-term outcomes may result in the P2 measures described in the EPA and Pollution Prevention program strategic plans: reductions in the use of hazardous materials, water use and greenhouse gas emissions, or increased money saved by businesses.

2. Examples of reporting formats: Applicants are encouraged to present their expected outputs, outcomes, and measurement approaches with both numbers and descriptive narrative. Applicants should note the format they plan to use for relating implementation activities to outcomes achieved for each task or activity described. The following are examples of reporting formats based on the possible activities performed under a P2 grant.

a) Presenting results from activities yielding environmental behavior outcomes: In order to measure changes in behavior, grantees must identify their audience/users and follow-up with those users to determine if any changes in knowledge or behavior have occurred. Grantees must describe the things that changed or were modified as a result of your activities. Examples include:

- Customer satisfaction/awareness (through testimonials, survey data, etc.)
- Changes in customer behavior (through number of best practices adopted, etc.)
- Improved regulatory compliance

The narrative for this report should include:

- Name of the activity and brief description.
- The quantified environmental outcomes (including behavior changes) expected from the project.
- An explanation of the assumptions and calculations used to produce the expected numbers, such as degree of participation or P2-practice-adoption rate of workshop participants.
- An explanation of how actual outputs and behavior change data will be collected.
- A description of any particular significance of expected outputs and behavior changes.

Note that voluntary tests and voluntary surveys can be used and are exempt from the Paperwork Reduction Act (PRA) if administered under a grant agreement, but not exempt if administered under a cooperative agreement with EPA. Data collection approaches include testing participants before and after for changes in knowledge and behavior and surveys by phone, mail, email, or online.

Table 1. Reporting Behavior Changes

P2 Activity	Outputs	Behavior Changes
Respond to requests for information on P2 practices.	Number of responses provided	Increased awareness of P2; attend workshop or webinar to get more information.
Provide webinar or workshop, survey attendees, follow-up survey after training	Number of attendees, surveys completed	Increased understanding of P2 practices; changes in facility operations; actions taken to implement P2 practice.

b) Presenting results of P2 grant activities and their environmental outcomes: To allow greater transparency for relating P2 grant activities to environmental outcomes, the following examples provide reporting formats to link specific activities to actual outcomes. A short narrative description can provide a general overview with a table of results used to report the individual activities and outcomes related to specific entities.

i) Technical assistance or assessment: In the sample format (refer to **Table 2** below), each entity is listed, with a brief description of the activities and the outcomes achieved. Applicants could briefly describe a similar format in narrative, submit an illustrative row or two, or give a link to prior similar reporting to illustrate their intent. Applicants are encouraged to indicate how they will identify entities and the time frame for the outcomes (month, year, etc.).

Table 2: Sample format for Technical Assistance

(a) Example SOURCE	(b) Example P2 ACTIVITY	(c) Example HAZ LBS REDUCED	(d) Example GALLONS WATER SAVED	(e) Example Example MTCO ₂ e REDUCED	(f) Example \$ SAVED from (c) – (e)
Company X	HVAC/lighting retrofits; using fewer haz products; GHG reductions from more plastics recycling; \$\$ savings from (c) – (e).	100,000 lb.	0	19,000	\$40,000
Farm	Substituted farm-derived methane for grid electricity; irrigation efficiency		100 M gallons	15,000	\$28,000
Adhesive manufacturer	Once-used solvent sold to vendor to be remanufactured	110,000 lbs			\$45,000
Medium-size manufacturer	Product reformulated (green chemistry)	80,000 lbs.			

ii) State environmental voluntary programs with self-reporting members or state planning law programs. Refer to Table 3 below for an example. Applicants could briefly describe a similar format in narrative, submit an illustrative row or two, or give a link to prior similar reporting to illustrate their intent. Applicants are encouraged to indicate whether outcomes will be annualized or not, whether they will be identifying entities by company name, by sector or more generically (e.g., mid-sized manufacturer, large company, municipality, facility A, facility B, etc.), and how non-hazardous reductions and related cost savings will either not be reported to EPA or will be clearly identified.

Table 3. Sample State Environmental Leadership Program results with adequate transparency.

Facility Name	Indicator	Specific Indicator	Baseline (if normalizing, add extra column)	Quantity (if normalizing, add extra column)	Cost savings	Cost savings explanation
Company X	Haz air emissions	Reduced VOC by reducing VOC products used, better spray gun	100 tons	Now 64 tons; 36 ton reduction	\$50,000	Reduced material purchasing costs by completing XYZ.
Company Y	Grid electricity	Set up common lunch break; shuts off named process system during break.	6500 kWh	5900 kWh; 1000 kWh reduction	\$500	Conserved energy by performing XYZ.

Facility Name	Indicator	Specific Indicator	Baseline (if normalizing, add extra column)	Quantity (if normalizing, add extra column)	Cost savings	Cost savings explanation
Company Z	Non-haz waste *	Scrap metal recycling			\$5,000	*Dealer buys scrap metal to accomplish XYZ.

* (Non-haz waste *): For state reporters who themselves count these results: EPA wants to see non-hazardous pound reductions and associated cost savings itemized separately as a means to allow EPA's P2 Program to subtract these items when reporting its performance on reducing hazardous releases/inputs and saving costs (only from lower hazardous pounds, GHG, and water use).

iii) P2 intern programs. Many P2 intern programs produce reports that address the elements that EPA is looking for (clearly linked and disaggregated implementation activities and outcomes, and the outcomes stated as annualized or otherwise). If the applicant lists a P2 intern program that produces a similar report, it will be adequate to simply state that and provide a link to a prior report. Otherwise, consider following the example noted for technical assistance provided under item 1 above. Examples of P2 intern reporting that are sufficiently transparent: www.iowap2interns.com/ ; <http://www.iowadnr.gov/Portals/idnr/uploads/waste/Intern%20Case%20Summaries/p2cs2012.pdf>

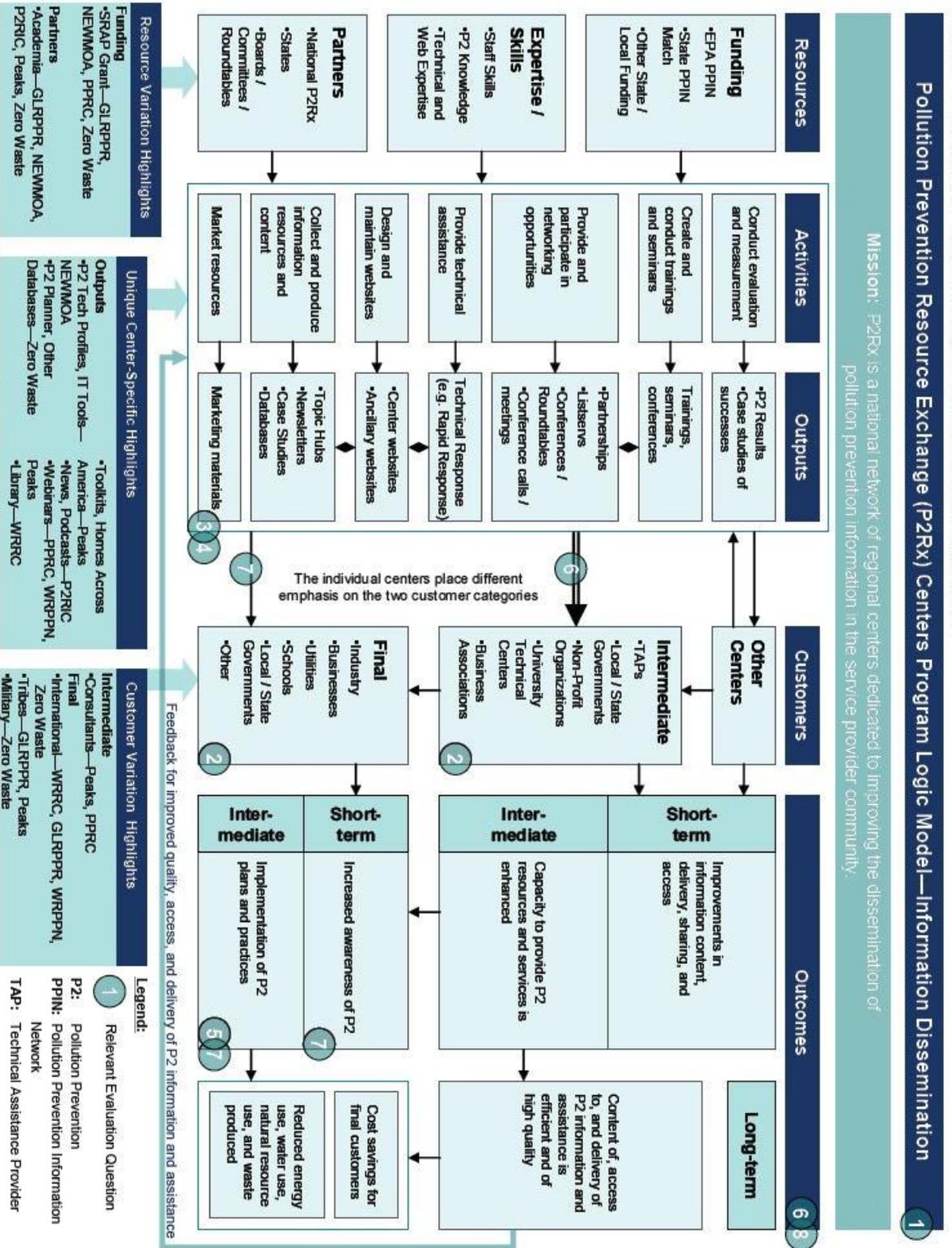
iv) Sector initiatives. If an applicant has a project that covers a hospitality certification program or similar program with standard elements that participating entities adopt and apply, it will be adequate to indicate that the following can be provided: the number of facilities engaged in implementation and a formula that averages sector-facility performance.

v) Environmental management systems training and other workshops/roundtables. If no surveys or other follow-up was conducted to assess actual implementation and outcomes, then note training or workshop results as outputs, not outcomes. If actual implementation and outcomes were assessed, the approach outlined for technical assistance above is applicable.

iv) Pilots in chemical product formulation/best practices formulation. Three examples:

- Pilot-scale formulation: For this type of project, simply report only pilot-test scale results.
- Implementation of piloted approach at sector level: For this type of project, the approach outlined for sector initiatives (iv) above is applicable.
- Company-specific application: For this type of project, the approach outlined for technical assistance (i) above is applicable.

Figure 1-1: Generic P2Rx Information Dissemination Logic Model



Evaluating the Effectiveness of the EPA PPIN Grant Program

Appendix D

Itemized Budget Guidance and Sample Breakdown of Cost and Work Years per Task

Budget detail allows the EPA grant project officer to determine if the costs are reasonable and necessary. To comply with cost sharing and matching requirements, the itemized budget must indicate the project costs paid by the applicant, EPA, and/or other partners. The applicant must detail how 50% of the total project cost will be matched with non-Federal dollars or in-kind goods and services. Proposals that do not show how the Federal dollars will be matched will not be considered. A description of object class categories and a sample budget is below.

Description of Object Class Categories:

Personnel: Indicate salaries, wages, job title, and percent work year (full time equivalent) of all individuals involved in the project.

Fringe Benefits: Indicate all mandated and voluntary benefits.

Travel: The budget narrative must describe the number of individuals traveling, destination of travel, number of trips, and reason for travel.

Equipment: EPA regulation and policy define equipment as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. The figure of \$5,000 would represent the total cost of the equipment purchase (or of the lease). Note that not all funding programs allow for the purchase of equipment and some programs encourage leasing rather than purchasing equipment.

Supplies: Indicate any tangible personal property, other than equipment, that will be purchased to support the project.

Contractual: Indicate any proposed contractual items that are reasonable and necessary to carry out the project's objectives. The budget narrative must describe the tasks to be funded under contract or sub-grant.

Other: Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the work plan.

Total Direct Charges: Summary of all costs associated with each line item category.

Indirect Costs: The organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of the proposed project/grant period. The applicant should indicate if the organization is in negotiations with an appropriate Federal agency to obtain a new rate.

Total amount of funds requested from EPA and total match: Add direct and indirect costs.

Total cost of project: Add the total amount requested from EPA and the total amount of funds provided as a match for an overall project cost.

Use the Budget Narrative to provide details not included in the table such as names of individuals and job title, reason for travel, description of other expenses, description of work to be contracted, type of supplies to be purchased, etc.

Sample Detailed Budget

Object Class	Federal Grant	State Match	Total
Personnel	\$66,557 <i>1 Env. Senior Specialist – \$44,362 @ 50% 1 Library Tech. – \$39,338 @ 100% 1 Computer Consultant III – \$50,378 @ 10%</i>	\$92,957 <i>1 Env. Eng. III – \$44,500 @ 100% 2 Env. Eng. II – \$ 38,500 @ 50% 1 Info. & Com Specialist \$ 49,785 @ 20%.</i>	\$159,514
Fringe Benefits	\$17,159 SS: 7.65%; Ret: 8.14%; Med: \$4,156/year; Indirect: 9.7% of salary	\$21,535	\$38,694
Indirect	\$6,456	0	\$6,456
Travel	\$2,000 <i>1 staff attending 1 Admin meeting; 1 staff attending roundtable; in-state travel for video shoots</i>	0	\$2,000
Equipment	\$7,000 <i>Computer, video camera and associated equipment</i>	0	\$7,000
Supplies	\$1,000 <i>Webinar annual license</i>	0	\$1,000
Contractual	\$11,000 <i>Interns/temps to provide video and technical support</i>	0	\$11,000
Other	\$2,000 <i>Conference call line</i>		\$2,000
Income	0	0	0
Total	\$113,172	\$114,495	\$227,664

Provide a breakdown of the cost and full time-equivalent (FTE) effort allocated to each proposed task.

Sample chart showing work year (FTE) and cost per task:

Task	Title	Work Years		Funding	
		Federal	Match	Federal	Match
1	Water Efficiency	1.2	1.4	86,986	94,886
2	Rapid Response	0	0.1	0	7,401
3	P2 Results	0.2		12,965	0
4	P2Rx Center Management	0.2	0.15	13,722	12,208
Totals		1.6	1.6	\$113,172	\$114,495