

**Optional Template 3 for EPA FY20-21 P2 and SRA Grant Programs:
Facility-Level Reporting for Broadly-Provided Technical Assistance (Training, Webinars, Etc.)**

Read-only version

Welcome

This Excel file is one of three template files offered by EPA to recipients of Pollution Prevention (P2) Grants and Source Reduction Assistance (SRA) Grants. Each file is called a workbook, containing a set of spreadsheets (worksheets) for entering your data. Using these workbooks will allow you to track and report all required outcome elements, automatically tabulate many of your required outputs, and update and resubmit the file for sequential annual reporting. Using these workbooks will also allow EPA to easily import this information into a P2 Grants Database which helps EPA aggregate P2 grant performance information across the country. This database will also be available to all P2 grantees so you can search and find what P2 actions are being recommended and implemented by others.

See <https://www.epa.gov/p2/fy-2020-and-fy-2021-pollution-prevention-grant-program-request-applications> and <https://www.epa.gov/p2/fy-2020-and-fy-2021-source-reduction-assistance-grant-program-request-applications>.

How to Choose Among the Template Workbooks

Choose from among the template workbooks according to the type of grant project (activity category) you are reporting on:

Template 1: For a grant project providing P2 technical assistance recommendations to individual facilities.
Template 2: For a grant project supporting a green certification or leadership program for participating business facilities.
Template 3: For a grant project providing P2 technical assistance to broad audiences (training, roundtables, and so forth).

NOTE: Always use a separate workbook for each type of project. If you enter facilities from two projects in a single workbook, the workbook cannot aggregate results by project.

Getting Started in the Template 3 Workbook

If you have a grant project that is providing technical assistance to broad audiences (such as training or roundtables), Template 3 is the right format for your needs.

Number your grant projects with your project officer. You and your EPA grant project officer should work together to number the projects under your grant. The project number is the grant number preceded by a P1-, or a P2-, and so on. For example, if a grant "XYZ1234" has two projects, one project will be P1-XYZ1234 and the other will be P2-XYZ1234. Project numbers help readily identify projects.

Start a new workbook file using Template 3. Enter your assigned grant project number in the Grant Project Data tab. You will see the grant project number then auto-populated in the Facility tabs. As you go about your data entry, **PLEASE DO NOT MODIFY THE WORKBOOK FEATURES OR FUNCTIONS.** Any modification will interfere with EPA's ability to import this file into a grant reporting database used for calculating national P2 performance measures and sharing information with P2 technical assistance providers on P2 actions recommended and implemented. When you save the file, include the grant project number in the name of the file.

Overview of workbook functionality: Use the tabs below from left to right. Full instructions appear in each tab.

The Grant Project Data Tab combines data entry and an automatic list. On top is the data entry area for grant administration data. Below that is an auto-generated tracking list that will pull in facility names you've entered in numbered facility tabs and place them next to the correct numbered facility tabs.

The Aggregate Results Tab is an auto-calculator that aggregates results automatically from data entered in numbered facility tabs.

The Numbered Facility Tabs are for data entry of facility-level data, one facility per numbered tab. Fill in a Numbered Facility Tab for each business facility that meets these conditions: (1) attended broadly-provided P2 technical assistance such as a training or webinar; (2) was contacted by you for follow-up; and (3) reported to you during the follow-up that they took P2 actions and achieved corresponding outcomes as a result of having received the broadly-provided P2 technical assistance. Entry of facility names allows the Grant Project Data Tab to pull names and associate them with the correctly numbered tabs. This list associating numbered tabs to facility names will help you later when you need to find the correct tab for a given facility to update the status of follow-up, implementation and results achieved. Template 3 has 50 Facility Tabs; please use a new file if you need more Facility Tabs.

Calculating Outcomes in the Facility Tabs

[EPA's P2 calculators](#) are designed to help you measure environmental and economic outcomes from pollution prevention activities.

For help with calculating Metric Tons of Carbon Dioxide Equivalent (MTCO₂e), the required reporting unit for reductions in CO₂ and related greenhouse gases, please use the EPA P2 Greenhouse Gas Calculator. The calculator allows you to calculate your GHG reductions from electricity management, energy substitution (green energy), stationary sources, mobile sources, reduced water use, reduced chemical use, chemical substitution, and solvent remanufacturing. The calculator will also provide associated cost savings for the first five listed above (electricity management, green energy, stationary and mobile sources, and reduced water use).

For help with calculating cost savings, please use the P2 Cost Savings Calculator. This calculator estimates the annual net cost savings realized from avoided fees and expenses associated with buying fewer hazardous inputs, shipping less hazardous waste, emitting fewer regulated air emissions, using less water, sending less wastewater through pre-treatment and treatment works, and buying less fuel and energy. The cost differences of buying greener materials, fuel and energy is also calculated. Users can use the tool to estimate prospective cost savings.

To calculate pounds of water pollution that facilities reduce, either use the facility's permit methodology or multiply wastewater gallons by 8.35 to get pounds and divide by 10,000 to eliminate water content.

For help with converting gallons of hazardous materials to pounds of hazardous materials, please use the P2 Gallons to Pounds Converter.

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P2 Grant Project Data

How to Use this Tab:	<p>1. Fill in Rows 6 - 15. Rows 6 and 7 entries here automatically populate Rows 6 and 7 in the Facility Tabs. In Row 8, the reference to FY is the federal Fiscal Year from Oct. 1 - Sept. 30.</p> <p>2. The tracking list starting in Row 18 automatically populates as you enter facility names in numbered facility tabs. This list will help you later if you need to relocate a facility for updating follow-up, implementation and results achieved.</p>
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Grant Recipient:	
Grant Project Number:	
Grant Period (FY-FY):	
Grantee Contact Name:	
Grantee Contact Phone Number:	
Grantee Contact E-mail:	
EPA Region:	
EPA Technical Contact Name:	
EPA Technical Contact Phone Number:	
EPA Technical Contact Email:	

Facility Names on Facility Tabs

Facility 1:	
Facility 2:	
Facility 3:	
Facility 4:	
Facility 5:	
Facility 6:	
Facility 7:	
Facility 8:	
Facility 9:	
Facility 10:	
Facility 11:	
Facility 12:	
Facility 13:	
Facility 14:	
Facility 15:	
Facility 16:	
Facility 17:	
Facility 18:	
Facility 19:	
Facility 20:	
Facility 21:	
Facility 22:	
Facility 23:	
Facility 24:	
Facility 25:	
Facility 26:	
Facility 27:	
Facility 28:	
Facility 29:	
Facility 30:	

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Aggregate of Verified Implemented Results From All Facility Tabs

How to Use this Tab: This is a read-only tab where you can track the aggregate outcome values being achieved by all facilities covered in this grant project. The background formula pulls reported values from the Facility Tabs. Informational messages on the Facility Tabs will remind you to select a Fiscal Year in the given P2 Action Recommendations Row and enter a date in Row 19 for the aggregating formula to work.

Grant Recipient:	0
Grant Project Number:	0

Fiscal Year	\$		Annual Reductions					
	One-time Costs to Implement (\$)	Annual Savings From P2 Actions (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	MTCO ₂ e Emissions (tons)	Water Use (gallons)
2020	\$0	\$0	0	0	0	0	0	0
2021	\$0	\$0	0	0	0	0	0	0
2022	\$0	\$0	0	0	0	0	0	0

