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 .

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.

	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 $y = 0$ and $y = 0$. So $y = 0$ and $y = 0$, $y = 0$.
	projects under your grant. The project number is the grant number preceded by a F1, or a F2, and so that to example, if a grant
	XY21234 has two projects, one project will be P1-XY21234 and the other will be P2-XY21234. Project numbers help readily identify
	projects.
	start a new workbook file using remplate 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
Getting Started in the Template	actions recommended and implemented. When you save the file, include the grant project number in the name of the file.
3 Workbook	
5 WORKBOOK	
	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 Exciting the set for data entry of facility load data one facility as numbered table fill in a Numbered Exciting table.
	The Numbered racinty has ale for data entry of facility-level data, one facility per humbered tab. Fin tha Numbered racinty has not each
	business facility that meets these conditions: (1) attended broadiy-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.

	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 (MTCO ₂ e), the required reporting unit for reductions in CO ₂ 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).
Calculating Outcomes in the Facility Tabs	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.

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

P2 Grant Project Data

Grantee Contact Name:

Grantee Contact E-mail:

EPA Region:

Grantee Contact Phone Number:

EPA Technical Contact Name:

EPA Technical Contact Email:

EPA Technical Contact Phone Number:

How to Use this Tab:	 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. 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.
Grant Recipient:	
Grant Project Number:	
Grant Period (FY-FY):	

	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:	

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

Aggregate of Verified Implemented Results From All Facility Tabs

Grant Recipient: 0 Grant Project Number: 0	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 Project Number: 0	Grant Recipient:	0
	Grant Project Number:	0

		\$	Annual Reductions					
Fiscal Year	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

FY20-21 P2 and SRA Grants Template 3: Facility-Level Reporting for Broadly-Provided Technical Assistance (Training, Webinars, Etc.) FACILITY 1 1. Under "Facility Information," enter data in Rows 10-19 for a facility that attended a training, webinar or roundtable and then implemented a P2 action a result of attending. On Row 11: Enter any EPA program Facility ID or look up the EPA Registry (facility) ID on https://www.epa.gov/frs. The Row 18 date is the date when the training, webinar or roundtable occurred, and the Row 19 date is when you followed up to determine they implemented a P2 action as a result of attending. 2. Under "P2 Actions and Outcomes," enter each P2 action implemented by the facility as a result of attending the broadly-provided technical assistance. Enter each P2 action implemented on a separate row, beginning in Row 25. In Column B, select the federal Fiscal Year (the Oct. 1 - Sept. How to Use this Tab: 30 period) when the attending facility implemented the P2 action. In Columns C - J, enter the cost, annual savings and outcome values associated with the implemented P2 action. For calculating MTCO2e and water pollution, see the section in the "Getting Started" Tab on "Calculating Outcomes in the Facility Tabs." Please note: Values in Columns C - J for a recommendation row will tally in the Total rows on this sheet and in the "Aggregate Results" Tab only if Row 19 has a date entered and Column B has a Fiscal Year selected. 3. The cell will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Delete the response and re-enter in the appropriate format to remove the highlighting. Grant Recipient: 0

Facility Information (Only a business if a P2 Grant)					
Facility Name (optional)	хх				
EPA Facility ID Number (optional)	хх				
Facility Contact (optional)	хх				
Facility City (optional)	хх				
Facility State (2-letter Abbreviation)	VA				
EPA Region Where Facility is Located	Region 3				
Facility NAICS Code (6 Digits)	XXXXXXX				
NEA for this Facility	NEA 3 – Automotiv	ve Manufacturing	and Maintenance	2	
Date of Broadly-Provided Technical Assistance (Training, etc.)	2/1/2020				
(MM/DD/YYYY)	3/1/2020				
Date(s) of Follow-up (MM/DD/YYYY)	4/1/2020				

Grant Project Number: 0

P2 Actions and Outcomes									
List each P2 recommendation provided to the facility on a separate line. Include the what, the how, and "quantity" information if that is needed to calculate cost, savings and annual reductions, e.g., # LEDs, # solar panels.									
			\$			Annual R	eductions		
P2 Actions Implemented	Fiscal Year Implemented (October 1 - September 30)	One-time Cost to Implement (\$)	Annual Savings From P2 Action (\$)	Hazardous Material Input (Ibs)	Hazardous Waste (Ibs)	Air Emissions (Ibs)	Water Pollution (lbs) Select header for help	MTCO ₂ e Emissions (metric tons)	Water Use (gal.)
Ex. Reduced water use for cleaning (in coating dept.) by using LVHP spray nozzles and worker training.	2020								9,000,000
Ex. Reduced paint and solvent use, and thus reduce VOC emissions to water, by installing electrostatic painting equip. & using infrared curing.	2020						13,600		
Ex. Installed solar array.	2020							1,326	
			-						
			-						
			1						
			ļ						
	¢0	ć0	0	0	0	12 600	1 226	0.000.000	
		\$0 \$0	\$0 \$0	0	0	0	13,600	1,326	9,000,000
TOTAL IMPLEMENTED 2021		\$0	\$0	0	0	0	13,000	1,320	3,000,000
TOTAL IMPLEMENTED 2022		\$0	\$0	0	0	0	0	0	0

FY20-21 P2 and SRA Grants Template 3: Facility-Level Reporting for Broadly-Provided Technical Assistance (Training, Webinars, Etc.) FACILITY 1

How to Use this Tab:	 Under "Facility Information," enter data in Rows 10-19 for a facility that attended a training, webinar or roundtable and then implemented a P2 action a result of attending. On Row 11: Enter any EPA program Facility ID or look up the EPA Registry (facility) ID on https://www.epa.gov/frs. The Row 18 date is the date when the training, webinar or roundtable occurred, and the Row 19 date is when you followed up to determine they implemented a P2 action as a result of attending. Under "P2 Actions and Outcomes," enter each P2 action implemented by the facility as a result of attending the broadly-provided technical assistance. Enter each P2 action implemented on a separate row, beginning in Row 25. In Column B, select the federal Fiscal Year (the Oct. 1 - Sept. 30 period) when the attending facility implemented the P2 action. In Columns C - J, enter the cost, annual savings and outcome values
	associated with the implemented P2 action. For calculating MTCO ₂ e and water pollution, see the section in the "Getting Started" Tab on "Calculating Outcomes in the Facility Tabs." Please note: Values in Columns C - J for a recommendation row will tally in the Total rows on this sheet and in the "Aggregate Results" Tab only if Row 19 has a date entered and Column B has a Fiscal Year selected. 3. The cell will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Delete the
	response and re-enter in the appropriate format to remove the highlighting.
Grant Recipient:	0
Grant Project Number:	

Facility Information (Only a business if a P2 Grant)			
Facility Name (optional)			
EPA Facility ID Number (optional)			
Facility Contact (optional)			
Facility City (optional)			
Facility State (2-letter Abbreviation)			
EPA Region Where Facility is Located			
Facility NAICS Code (6 Digits)			
NEA for this Facility			
Date of Broadly-Provided Technical Assistance (Training, etc.)			
(MM/DD/YYYY)			
Date(s) of Follow-up (MM/DD/YYYY)			

P2 Actions and Outcomes									
List each P2 recommendation provided to the facility on a separate line. Include the what, the how, and "quantity" information if that is needed to calculate cost, savings and annual reductions, e.g., # LEDs, # solar panels.									
P2 Actions Implemented		\$		Annual Reductions					
	Fiscal Year Implemented (October 1 - September 30)	One-time Cost to Implement (\$)	Annual Savings From P2 Action (\$)	Hazardous Material Input (Ibs)	Hazardous Waste (Ibs)	Air Emissions (Ibs)	Water Pollution (lbs) Select header for help	MTCO ₂ e Emissions (metric tons)	Water Use (gal.)
									1
TOTAL IMPLEMENTED		\$0	\$0	0	0	0	0	0	0
TOTAL IMPLEMENTED 2020		\$0	\$0	0	0	0	0	0	0
TOTAL IMPLEMENTED 2021		\$0	\$0	0	0	0	0	0	0
TOTAL IMPLEMENTED 2022		\$0	\$0	0	0	0	0	0	0