

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

Funding Opportunity Title: FY 2013 Request for Proposals for the Pollution Prevention Information Network (PPIN) Grant Program

ACTION: Request for Proposals (RFP)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) No.: 66.708

FUNDING OPPORTUNITY No.: EPA-HQ-OPPT-2013-004

SUBMISSION DATE: Proposals may be submitted in hard copy or by electronic format. All hard copies of proposal **packages must be postmarked by April 5, 2013** 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 5, 2013 11:59 pm, ET U.S.** 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 \$800,000 in federal funds will be available for grant awards in FY 2013¹, 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 2014. 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 2013 is the period from October 1, 2012 to September 30, 2013. FY 2014 is the period from October 1, 2013 to September 30, 2014.

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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 2013.

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

- provide quality, peer-reviewed P2 information, technical assistance and training,
- support regional P2 priorities,
- collaborate in a national P2 information network, and
- 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. This evaluation includes tables of suggested measures to assess the centers' performance. 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

² The evaluation report is available in its entirety at:

<http://www.epa.gov/evaluate/pdf/pesticides/eval-effectiveness-epa-p2-information-network.pdf>

<http://www.epa.gov/opptintr/p2home/pubs/docs/P2StrategicPlan2010-14.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 through government services, 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.

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

- a) Support state assistance and P2 programs in the New England through information sharing, coordination, and training.
- b) Coordinate targeted sector outreach activities in Region I including hospitality and food services (groceries).
- c) Facilitate exchanges and coordination on key challenges facing state environmental assistance and P2 programs, including measurement of outcomes.
- d) Improve the quality and availability of data that collected on the outcomes of state assistance and P2 programs.

Region 2 (NJ, NY, PR, VI)

Promote projects that focus on the manufacturing sector through green chemistry/green engineering approaches; the hospitality sector; food services sector (e.g., supermarkets, food processing facilities, etc.); garment-cleaning sector.

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

Tasks that support the states or tribes in Regions 3 and 4 and state technical assistance providers (TAPs) including, but not limited to:

- 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)

Tasks that support the Region 5 states or tribes and state technical assistance providers (TAPs) include, but are not limited to:

- 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. Host training workshops in the states to assist the state or tribal agencies, training businesses to implement P2 techniques and to report impacts.
- b) 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.
- c) 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
- d) Continue to lead in development and implementation of measurement methods that exceed national standards.

Region 7 (IA, KS, MO, NE)

Proposals should address one or both of these priorities:

- a) Provide services to meet the training needs identified below. The training should contain a variety of training methods and not solely focus on training delivery thru webinars. The desired training needs to be geared towards technical assistance providers, provide a thorough explanation of the training topic(s) selected, and include case studies, where appropriate, to illustrate and emphasize key points so that participants may easily apply the knowledge to their work. The training needs are in six areas: 1) Understanding toxics (use, risk and reduction); 2) Green Chemistry; 3) Evaluation of new technologies beyond straight dollars; 4) Instructional design; 5) Water conservation, both quantity and quality; and 6) How businesses make decisions for source reduction and pollution prevention investment.
- b) Support P2 efforts of Region 7 Technical Assistance Programs directed at innovative water management practices.

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

Areas of support to Region 8 states, tribes, TAPs, and specific national audiences include:

- a) Tribal Pollution Prevention, National Tribal Toxics Council, and tribal green casino outreach via tribal environmental professionals, sustainable lodging professionals, and Tribal Colleges and Universities (TCUs)
- b) Greening local government and residential green building outreach in tool and case study availability
- c) Assessment of P2 information needs and the use of information networks to fill these voids
- d) Follow-up on webinars, conferences and/or calls, trainings, and workshops to verify changes in behavior, activities, or practices will be conducted. Outcomes achieved in gallons of water saved,

emissions reduced, pounds of hazardous waste reduced, and dollars saved will be reported where feasible.

Region 9 (AZ, CA, HI, NV, AS, GU)

- a) Assist state and local P2 Technical Assistance Providers to strengthen their P2 effectiveness through targeted trainings on topics of high interest and rapid response technical assistance.
- 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)

Areas of interest and need for support as identified by the Region 10 states and tribes include, but are not limited to: E3, lean & environment; green chemistry and toxics reduction; sustainable procurement, eco-labels and criteria for purchasing; construction industry; ports (truck, ship emissions); nanotechnology; life-cycle assessment tools; P2 internship programs; measurement tools for evaluating social marketing; and risk assessment tools for drinking water protection.

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.

Supplemental information. Entities eligible to apply for assistance under this RFP include states, agencies or instrumentalities of a state (i.e. state universities), federally-recognized tribes and intertribal consortia for projects that promote the use of pollution prevention/source reduction techniques by businesses. Recipients of P2 Grants are subject to 40 CFR Parts 30 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations), 31 (Uniform Administrative Requirements for

Assistance Agreements to state, local and federally-recognized tribal governments), 34 (Restrictions on Lobbying) and 35 (Environmental Program Grants for States and Tribes), as applicable. For further information about these Federal Regulations see this web page:

<http://www.epa.gov/lawsregs/search/40cfr.html>.

2. What is pollution prevention (P2)? Pollution prevention is often used in place of the term source reduction. Source reduction is defined in the PPA, Section 13102 as any practice which:

- a) 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; and
- b) reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants. The term includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control.

The definition of source reduction in Section 13102 of the PPA also notes that: the term "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.

40 CFR Part 35.343 notes that pollution prevention also includes practices that: reduce or eliminate the creation of pollutants through: a) increased efficiency in the use of raw materials, energy, water, or other resources; or b) protection of natural resources by conservation.

3. 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 (Baseline is 4.8 billion pounds reduced through 2008.)
- b) By 2015, reduce 9 million metric tons of carbon dioxide equivalent (MMTCO₂Eq) cumulatively through P2. (Baseline is 6.5 MMTCO₂Eq reduced in 2008. The data from this measure is also calculated into the Agency's overall greenhouse gas measure under Goal 1.)
- c) By 2015, reduce water use by an additional 24 billion gallons cumulatively through P2. (Baseline is 51 billion gallons reduced through 2008.)
- d) By 2015, save \$1.2 billion through P2 improvements in business, institutional, and government costs cumulatively. (Baseline is \$3.1 billion dollars saved through 2008.)
- e) Through 2015, increase the use of safer chemicals cumulatively by 40 percent. (Baseline: 476 million pounds of safer chemicals used in 2009 as reported to be in commerce by the Design for the Environment program.)

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.

4. EPA’s statutory measurement provisions and environmental results policy: To comply with the provisions of the PPA and EPA’s Environmental Results Policy, grant applicants and recipients are required to estimate and report on the results of their project activities. As authorized under the PPA (Section 6605 of the PPA, 42 U.S.C. 13104), the Agency “shall establish appropriate means for measuring the effectiveness of the P2 grant program by promoting the use of source reduction techniques by businesses.” In addition, EPA’s Environmental Results Policy (EPA Policy Order No. 5700.7) requires the applicant to provide qualitative and quantitative estimates of expected outcomes and outputs on project activities and develop a plan for measuring and tracking their progress towards achieving the expected outcomes and outputs.

The audience for the P2 information services should 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). The outputs or outcomes and process for collecting measures resulting from services provided to these two audiences may be different.

a) P2 output measures: The term “output,” as defined by the Agency, refers to an environmental activity or effort and associated work product 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, and must be measurable during the assistance agreement funding period. For example: the number of calls or emails requesting information, number of attendees at a conference or webinar, or measuring the number of click-throughs on emailed links are all quantitative measures of center activities. Examples of quantitative output measures anticipated from PPIN grants may include, but are not limited to:

- Number of individuals on a listserve,
- Number of user sessions on a website,
- Number of assistance visits,
- Number of workshops, trainings and courses conducted,
- Number of fact sheets developed or distributed, and
- Updates and enhancements of website information.

Listserve, workshops, or training all provide an opportunity for follow-up communication with customers to determine if these activities are effective in making change happen.

b) P2 outcome measures: The term “outcome,” as defined by the Agency, refers to the result, effect or consequence that will occur from carrying out an environmental program or activity related to an environmental or programmatic goal or objective. Outcomes must be quantitative and often are not measurable during a single assistance agreement funding period. Outcomes may vary with the audience addressed. Examples of outcomes are:

- **Short-term Outcomes** - Measured changes in learning, knowledge, attitude, skills or understanding. Examples would include increased awareness of P2 options and increased understanding of how to implement P2 options.
- **Intermediate Outcomes** - Measured changes in behavior, practices or decisions, which are the foundations of P2 and environmental stewardship. An intermediate outcome for

technical assistance providers could be increased capacity to provide P2 resources and services to end users. An intermediate outcome for end users could be implementation of P2 plans and practices.

- **Long-term Outcomes** - Measured changes produced by an activity that directly results in environmental or public health improvements. For example, some P2Rx services could lead to changes in behavior or practices, which would result in reduced use or disposal of hazardous materials or solid waste, or conservation of natural resources.

One example of measuring outcomes is pre- and post-testing during webinars or workshop sessions that indicate increased knowledge of P2. Such surveys are not subject to the Paperwork Reduction Act (mentioned below). Centers can follow-up with workshop, conference or individuals that have requested information to determine if these activities have resulted in any decisions, changes in behavior, or adoption of new practices related to P2.

Some grantees provide training and follow-up with participants in order to report P2 environmental outcomes, such as reduced carbon emissions, reduced energy or water consumption or adoption of P2 practices that save money and reduce the use of toxics. Such open-ended follow-up questions are not subject to the Paperwork Reduction Act. Grantees also collect case study information to capture environmental outcomes related to information or services provided and document the effectiveness of P2 practices. Other examples of possible outcome measures from PPIN grants include, but are not limited to:

- Pounds of hazardous materials reduced,
- Metric tons of carbon dioxide equivalent reduced (MTCO_{2e}),
- Gallons of water saved, and
- Dollars saved through P2 efforts.

Surveys of 10 or more people (and using the same questions) conducted using grant funds are subject to the Paperwork Reduction Act (5 CFR 1320). Any surveys, conducted under PPIN cooperative agreements or where EPA appears to be conducting or sponsoring the collection of information, are subject to the Paperwork Reduction Act. Grantees may carry out their own survey or documentation without EPA grant funding. Send questions regarding surveys and how they can be used to collect information on outcomes or customer satisfaction to the Agency contact listed in Section VII.

For EPA's P2 Program, higher-level outcomes are environmental, or health-related in nature, and lower-level outcomes are behavioral or economic in nature and must be quantified.

c) Work plan measurement elements: Proposals need to describe P2 outputs and projected P2 outcomes for all activities. The work plan must describe how progress towards achieving the expected outputs and outcomes will be measured. An example of how to establish a causal link between P2 information activities and short-term outcomes can be found in Appendix C.

To ensure that the environmental measurement strategy is fully incorporated into the proposal, the applicant will need to submit a work plan that includes the following elements (for a description of the applicant's work plan, refer to Section IV.E.):

- i. Numeric estimates of expected P2 results per project;

- ii. A description of the relevant data collection methods (e.g., surveys, follow-up calls, pre/post tests, participant reporting arrangements);
- iii. A description of the equations, factors and assumptions used to calculate the estimated pollution prevention results;
- iv. An itemized budget that reflects the resources needed to pay for measurement and reporting activities. In some cases this may require 10-20 percent of the proposed budget; and
- v. A project timeline that includes data collection, follow-up and evaluation activities supporting environmental outcome measures.

d) Utilize a quality assurance protocol in collection of measurements. EPA currently requires all recipients of assistance agreements which involve measurement, or include information obtained from other sources, such as databases or website logs, to submit a Quality Management Plan (QMP) prepared in accordance with the specifications provided in EPA requirements (see <http://www.epa.gov/ogd/grants/assurance.htm>) or documentation determined by EPA to be equivalent. 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 2013 Pollution Prevention Information Network Grant Program are not required to submit a Quality Assurance Project Plan (QAPP) as part of the proposal package; however, each grant award will contain a 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 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. QAPPs shall be prepared using EPA Requirements for Quality Assurance Project Plans (QA/R-5) (EPA 2001) <http://www.epa.gov/quality1/qatools.html>

II. AWARD INFORMATION

A. What Is the Amount of Funding Available?

The estimated federal funding expected to be available for awards under this competitive opportunity is approximately \$800,000 in FY 2013³. This amount is dependent on the Congressional appropriations for this program, the quality of proposals received, and other applicable considerations.

B. 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.

³ FY 2013 is the period from October 1, 2012 to September 30, 2013.

C. How Many Agreements Will EPA Award in this Competition?

EPA anticipates awarding up to eight assistance agreements under this announcement ranging in value from approximately \$80,000 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.

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.

D. What Is the Project Period for Awards Resulting from this Solicitation?

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 2013⁴. These awards will fund work during FY 2014.

E. Funding Type.

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 Entities.

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.

Note: Local governments, private universities, for-profit organizations, nonprofit organizations, private businesses, and individuals are not eligible to apply for funding.

⁴ FY 2013 is the period from October 1, 2012 to September 30, 2013. FY 2014 is the period from October 1, 2013 to September 30, 2014.

B. 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.

C. 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 federal government will provide half of the total allowable cost of the project and the recipient provides the other half. For example, 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 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. Proposals that do not show how the Federal dollars will be matched will not be considered.

In the detailed budget, the use of the matching funds must be documented. *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 will be held liable for all incurred costs. 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.

D. Threshold Eligibility Criteria.

Proposals must meet the following requirements by 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.

1. Proposals must relate grant activities to the purposes listed under Section 6605 of the Pollution Prevention Act of 1990 (described in Section I.C.1) and meet EPA's definition of pollution prevention (described in Section I.C.2).
2. Proposals must identify how their activities support Pollution Prevention program strategic plan goals, Section I.B.2. Proposals must identify how their activities support Pollution Prevention program regional priorities, Section I.B.3.
3. Proposals must be from an eligible applicant as defined in Section III.A.
4. Proposals must indicate how 50% of the total project cost will be provided in non-Federal dollars as described in Section III.C.
5. Proposals must not ask for more than \$130,000 in Federal funds per year, Section III.B. Proposals requesting more will be rejected.
6. Proposal project period must be for no more than 1 year, Section II.D.
7. 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) Submission of proposals. 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.

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.

c) Partially ineligible activities. 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.

IV. PROPOSAL SUBMISSION INFORMATION

The grant proposal process involves: the determination of the eligible proposals, evaluation of the eligible proposals, and preliminary selection of successful proposals to recommend for funding.

Final applications will be requested from those eligible entities whose proposed project has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package.

Applicants must submit proposal packages as described below. A full application **should not** be submitted at this time. The following section describes how to submit a grant proposal, including submission dates, proposal submission methods, and proposal content. Applicants are advised to carefully read through these instructions.

A. How to Obtain 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.

All hard copies of proposal packages must be postmarked by April 5, 2013 in order to be considered for funding. For applicants submitting hard copy applications via express delivery (such as UPS, FedEx, etc), the date on the waybill will serve as the postmark. Electronic submissions must be received via <http://www.grants.gov>, **by 11:59 pm ET on April 5, 2013**. Proposals postmarked or received electronically after the closing date and time will not be considered for funding.

C. How to Submit Proposals.

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.

1. 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 5, 2013**, 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 5, 2013** 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.

2. 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, go to <http://www.grants.gov> and click on "Get Registered" on the left side of the page. *Note that the registration process may take a week or longer to complete.* 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. After the registration process is complete, your institution may begin the application process to submit a proposal. Proposal materials submitted through Grants.gov will be time/date stamped electronically.

To submit a proposal through Grants.gov, please refer to the instructions provided in Appendix A. If you experience technical difficulties while applying electronically, please call 1-800-518-4726 or email support@grants.gov or contact the Agency contact listed in Section VII.

Proposal submission deadline: Your organization's AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **11:59 pm ET on April 5, 2013.**

D. 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, MS Word or Word Perfect versions: 6, 7, or 8 for Windows. Full application packages should not be submitted at this time. Applicants who submit proposals that merit further consideration for funding based on the evaluation criteria provided in Section V will be contacted and instructed to submit a complete application package.

E. 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:**

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts (Form 5700-54)

4. Cover page (not part of page limit) see Appendix B
5. Proposal Narrative- addresses threshold eligibility criteria, programmatic capability and project work plan in 10 pages.
6. Other attachments, such as: Letters of Support, Resumes, and Negotiated Indirect Cost Rate Agreement. These attachments do not count towards the 10 page limit cited in Section IV.D above.

1. Standard form SF-424, Proposal for Federal Assistance. 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> .

2. Standard Form SF-424A, Budget Information for Non-Construction Programs. Complete the form. There are no attachments. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the proposal package.

3. EPA Key Contacts Form 5700-54. Complete the form. There are no attachments.

4. Cover page: The cover page includes the following information:

- Grant program title;
 - Funding opportunity number of the announcement;
 - Title of proposal;
 - Date submitted;
 - Short description of the proposal;
 - Total funding amount of the project and requested funding amount of the project;
 - Applicant's contact information (i.e., name of applicant, name of organization, mailing address, phone number, fax number, and e-mail address); and
 - System for Award Management Registration date and DUNS Number (**refer to Section VI.E**).
- Appendix B provides a sample cover page.**

5. Proposal narrative: The proposal narrative is subject to the 10 page limit described in Section IV.D above and must address all of the evaluation criteria listed in Section V.

a) Programmatic capability and 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 (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) 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.

In addition, provide information on iii) your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and iv) your staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

b) 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:

i) 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):

- A. 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,
- B. Target assistance to businesses for whom lack of information is an impediment to source reduction,
- C. 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.

ii) 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.

iii) 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.

iv) 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 be submitted as part of the proposal package. These letters will not count toward the page limit. A letter of support should clearly state the intent of the partner, who will be engaged in the project by lending cash or in-kind services to the project. A letter of recommendation only offers approval of the proposed activity.

v) 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.4.c.

vi) Timeline, budget, and expenditure of grant funds:

- 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. **Expenditure of awarded grant funds.** The work plan must describe procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
- D. **Management fees.** When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

- E. **Compensation for consultants.** The use of EPA financial assistance compensation for consultants is limited to the daily equivalent of the rate paid to Federal employees at the ES-IV level (see 40 CFR Part 30.27(b) or 31.36(j), as applicable).

Note: Applicants must ensure that the Proposal Narrative addresses all of the criteria in Section V.

6. Other attachments. The following information should be included with the proposal package as appendices and will not count against the 10 page limit for the project narrative.

a) **Letters of support.** 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. The applicant will submit the letters as part of their grant proposal package and these letters will not count toward the page limit requirement.

b) **Indirect cost rate agreement,** if applicable. You must submit a copy of your organization's Indirect Cost Rate Agreement as part of the proposal package if your proposed budget includes indirect costs.

F. Intergovernmental Review.

This program may be 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.

G. 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>.

H. 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. Using funds for subawards, contract services or partnerships. EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds and reporting progress and results under the assistance agreement. Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those stated in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also place limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out their assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

4. Consideration of proposed subawardees/subgrantees and contractors during the evaluation process described in Section V. Section V describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and

reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

a) An applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.

b) An applicant's named contractor(s), including consultants, identified in the proposal if the applicant demonstrates in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/proposal evaluation process unless the applicant complies with these requirements.

5. Duplicate funding. Applicants are not prohibited from submitting the same or virtually the same proposal to EPA under multiple competitions if appropriate. However, if they do so and are selected for award for that proposal under another competition, that may affect their ability to receive an award under this competition for that proposal.

V. PROPOSAL REVIEW INFORMATION

A. Evaluation Criteria.

Only eligible entities whose proposals meet the threshold eligibility criteria in Section III of this announcement will be evaluated against the evaluation set forth below. Applicants should directly and explicitly address these criteria as part of their proposal narrative. Each proposal will be rated under a point system, with a total of 100 points possible.

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. (12 points)

a) Programmatic capability (6 points) 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)**, and **(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 (6 points) 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 (88 points) Under this criterion, the Agency will evaluate the following factors:

a) Project strategy (30 points): 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 (8 points). 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?

c) National and Regional priorities (20 points):

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? (10 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, budget, and expenditure of grant funds (12 points)

i) Timeline (4 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 (4 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) Expenditure of awarded grant funds (4 points). Applicants will be evaluated on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

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.

Following evaluation of proposals, all applicants will be notified regarding their status. Final applications will be requested from those eligible entities whose proposed project has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package. EPA regions may award and manage these assistance agreements.

1. 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 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 and will be provided through postal mail. 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.

2. 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 SF 424, Proposal for Federal Assistance.

B. 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.

C. Reporting Requirement.

1. Grant reports. Funding recipients must complete six month and annual reports and provide a final report at the end of the grant period. Progress reports (six month and annual) must address the status of all objectives and activities in the proposal (including measures), and a statement of impacts and expenses. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should encompass a complete overview/summary of all of the activities conducted within the grant project period. 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.

2. Use of grant funds. An applicant receiving an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

3. Data access and information release. EPA has the right to obtain, reproduce, publish, or otherwise use the data first produced under the awards to be made under this solicitation and

authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes under 40 C.F.R. § 30.36(c). In addition, pursuant to 40 C.F.R. § 30.36(d), if EPA receives a Freedom of Information Act (FOIA) request for research data that (1) relates to published research findings produced under an EPA award and (2) was used by the Federal Government in developing an agency action that has the force and effect of law, then EPA shall request, and the award recipient shall provide, within a reasonable time, the research data so that it may be made available to the public through procedures established under the FOIA.

D. Website References in Solicitations.

Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. U.S. EPA does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

E. System for Award Management (SAM) and Data Universal Numbering System (DUNS) Requirements.

Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](#) (e.g., individuals), applicants must:

1. Be registered in the System for Award Management (SAM) prior to submitting an application or proposal under this announcement. SAM information can be found at: <https://www.sam.gov/portal/public/SAM>
2. Maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect its ability to receive the award.

F. Unfair Competitive Advantage

EPA personnel will take appropriate actions in situations where it is determined that an applicant may have an unfair competitive advantage, or the appearance of such, in competing for awards under this announcement. Affected applicants will be provided an opportunity to respond before any final action is taken.

G. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which

can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Beth Anderson, telephone number: (202) 564-8833 or e-mail address: Anderson.Beth@epa.gov.

H. Subaward/Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding

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>

B. Exchange Network.

EPA, states, and local governments are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. The National Pollution Prevention Roundtable and several previous PPIN grantees have developed the "National P2 Results Data System". More information on this system is available at: http://www.p2rx.org/measurement/info/FINAL_meas_background.pdf EXIT Disclaimer. More information on the Exchange Network is available at <http://www.exchangenetwork.net>.

EXIT Disclaimer

Appendix A

Instructions for Applying through Grants.gov.

The electronic submission of your application must be made by an Authorized Organization Representative (AOR) of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through Grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on Grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the **Funding Opportunity Number: EPA-HQ-OPPT-2013-004 or the CFDA number that applies to the announcement, CFDA 66.708**, in the appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

A. Proposal Submission Deadline.

Your organization’s AOR must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) **no later than April 5, 2013**. Please submit all of the proposal materials described below.

B. Proposal Materials.

The following forms and documents are required to be submitted under this announcement as **specified in Section IV.E** and are listed below.

1. Application for Federal Assistance Form (SF-424)
2. Budget Information for Non-Construction Programs Form (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Cover page- see Appendix B and Section IV.E.
5. Proposal Narrative includes both a) programmatic capability and past performance and b) project work plan. See Section IV.E.
6. Other attachments.

1. Standard Form (SF) 424, Application for Federal Assistance.

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

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.

2. Standard Form SF 424A – Budget Information.

Complete the form. There are no attachments. The total amount of Federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

3. EPA Form 5700-54, Key Contacts Form.

Complete the form. There are no attachments.

4. Cover page: See Section IV.E and Appendix B, which provides a sample cover page.

5. Proposal narrative: The proposal narrative contains two parts, a and b. The proposal narrative is subject to a 10-page limit. For a more detailed description of these two parts, please refer to Section IV.E in this RFP.

6. Other attachments. Letters of support, the indirect cost rate agreement, resumes, or other supplemental information will not count against the 10-page limit for the project narrative.

C. Proposal Preparation and Submission Instructions.

The Documents in Section B listed under **Proposal Materials** should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page. For documents **1, 2** and **3** above, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For documents **4, 5** and **6**, you will need to attach electronic files. Prepare your proposal narrative (document 5) as described above and save them to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach the proposal narrative to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach the proposal narrative (previously saved to your computer) using the browser window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long.

If there are other attachments to the project narrative, such as the cover page (document 4 under proposal materials) that you need to submit to accompany your proposal narrative, you may click “Add Optional Project Narrative File” and proceed as before.

For other attachments that you would like to submit, such as budget narrative or letters of support, use the Other Attachments form in the optional box.

D. Saving Your Work.

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY13 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 13 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY13 Assoc Prog Supp – 2nd Submission.”

Please note that applicants are limited to using the following characters in all attachment file names. Valid file names may only include the following UTF-8 characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period. If applicants use any other characters when naming their attachment files their applications will be rejected by Grants.gov.

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY13), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email support@grants.gov or contact the person listed in Section VII of this announcement.

Proposal packages submitted through Grants.gov will be time/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 the person listed in Section VII. Failure to do so may result in your application not being reviewed.

Appendix B

Sample Cover Page

[Grant Program Title] **FY 13 Pollution Prevention Information Network Grant Program**
[Funding Opportunity Number] **EPA-HQ-OPPT-2013-004**

[Proposal Title] **Pollution Prevention Program**
[Date submitted] **April 5, 2013**

[Short Project Description – fewer than 300 characters]

The proposed project will provide up-to-date pollution prevention (P2) information through peer-reviewed website information. On-site training in P2 practices will be provided to POTW and facilities, using email and telephone follow-up to support and measure changes in operations. Webinars will provide outreach and information on current P2 topics. An annual conference will provide networking opportunities for states, local governments and technical assistance providers in the region.

[Project funding and Project Period]

Total Project Funding: \$260,000
Requested Federal Funding: \$130,000

Project Start date: October 1, 2013
Project End Date: September 30, 2014

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

Jane Doe
 Grants Office
 State EPA
 111 Clean Air Drive
 Anytown, State Zip code
 Tel: 222-222-2222
 Fax: 222-222-2222
 Email: mary.doe@stateepa

John Doe
 Pollution Prevention Program
 State EPA
 111 Clean Air Drive
 Anytown, State Zip Code
 Tel: 222-222-2222
 Fax: 222-222-2222
 Email: john.doe@stateepa

[System for Award Management]

System for Award Management Registration Date: 1/08/2013
 DUNS Number

Appendix C

Guidance for Submitting Output and Outcome Information for Pollution Prevention Information Network Grant Program

1. Introduction: As noted in **Section I.C.4** of the RFP, applicants must describe outputs and outcomes for their proposed activities and describe how these will be measured.

Applicants should identify the relevant environmental outputs and outcomes for each activity in their proposal and describe a plan for measuring these. Given the number of decisions that must be made 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. Grantees must be able to identify at least a portion of their audience/users and follow-up with those users to determine if any changes in knowledge, behavior or practices have occurred.

Logic models can be used to show the relationship between the center's activities, the target audience, outputs and the expected short-term, intermediate or long-term outcomes. An example of how P2 information might lead to changes in environmental outcomes is included at the end of this appendix. This logic model was developed as part of the evaluation of the PPIN grant program conducted in 2008 and can be viewed here: <http://www.epa.gov/evaluate/pdf/PPIN-EvalReport.pdf>

2. Relating proposal activities to outputs and outcomes: Proposals may include a table to demonstrate the relationship between the proposed activities, outputs and outcomes in the proposed project. Additional outcomes can be included and estimated even though they may not be achieved during the project period.

The term "output" means an activity or work products related to an environmental objective that will be 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. Some examples of environmental outputs from PPIN grants include, but are not limited to: creation of P2 information, maintenance of websites, workshops or training, marketing materials promoting P2 practices, P2 case studies and assistance provided to individual clients via telephone or email.

Sample table relating proposal activities to outputs and outcomes:

Activity	Output	Outcome
Respond to requests for information on P2 practices.	Send out email responses or post information on website.	Increased awareness of P2 practices, possible change in behavior.
Use wiki, website or twitter, etc. to post current information for specific sector or audience.	Updated information posted at least every two weeks. Improved information content.	Increased awareness of current P2 practices.
Follow-up with customer to see if information provided was useful.	Report on customer feedback.	Change in behavior. Action taken to implement P2 practice.

The term "outcome" means the result, effect, or consequence that will occur from carrying out an activity that is related to an environmental or programmatic goal or objective. **Outcomes may be knowledge or attitude-based, behavioral, health-related, or environmental in nature**, and ultimately reflect improvements in environmental or environmentally-based health-risk conditions. Examples of outcomes include, but are not limited to: changes in environmental conditions or reductions in pollutant releases. Outcomes may not necessarily be fully achievable within an assistance agreement funding period, but they should be quantifiable.

a) Short-term outcomes reflect changes in learning, knowledge, attitude, skills, or understanding. Examples of PPIN grant short-term outcomes for technical assistance providers are increased access to P2 information and improvements in delivery of P2 information to clients. Examples of PPIN grant short-term outcomes for end users would be increased awareness of P2 options and increased understanding of how to implement P2 options. These short-term outcomes should be reported during the project period.

b) Intermediate outcomes reflect changes in behavior, practices, or decisions, which are the foundations of pollution prevention and environmental stewardship. Intermediate outcomes are expected to lead to beneficial long-term outcomes. An intermediate outcome for technical assistance providers could be increased capacity to provide P2 resources and services to end users. An intermediate outcome for end users could be implementation of P2 plans and practices. Some of these intermediate outcomes may be reported during the project period and some may occur after the end of the project period.

c) Long-term outcomes reflect changes in environmental conditions. These long-term outcomes are the desired end or ultimate results of a project or program. They represent results that lead to environmental or public health improvement. A long-term outcome of the P2 information network activities could be a reduction in hazardous waste, decreased Greenhouse Gas emissions, or conservation of water resources. These long-term outcomes will most likely result from program activities outside a given project period.

3. Measurement of outputs and outcomes. Proposals should describe target measurements of outputs and outcomes. As noted in Section I.C.4.c work plans must include a description of P2 outputs and projected P2 outcomes. Means for measuring outcomes should be described in the proposal even though long-term environmental outcomes are unlikely during the project period. Identifying customers or participants is critical to allow follow-up calls to determine outcomes linked to use of center services. Proposals should describe the target audience of an activity and how outcomes will be obtained. 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). The outputs for or outcomes from these two audiences may be different.

Examples of output measures include number of technical assistance requests, newsletters, listserve subscribers, attendees at workshops or conferences, or conference calls. Examples of website output measures include user sessions, page views, visitors that visit more than 10 times, and user sessions for specific products.

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 practice, changing procedures or purchase 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. For more information and examples about these P2 measurements refer to this website: <http://www.epa.gov/p2/pubs/resources/measurement.html>

a) Possible approaches to measuring outcomes:

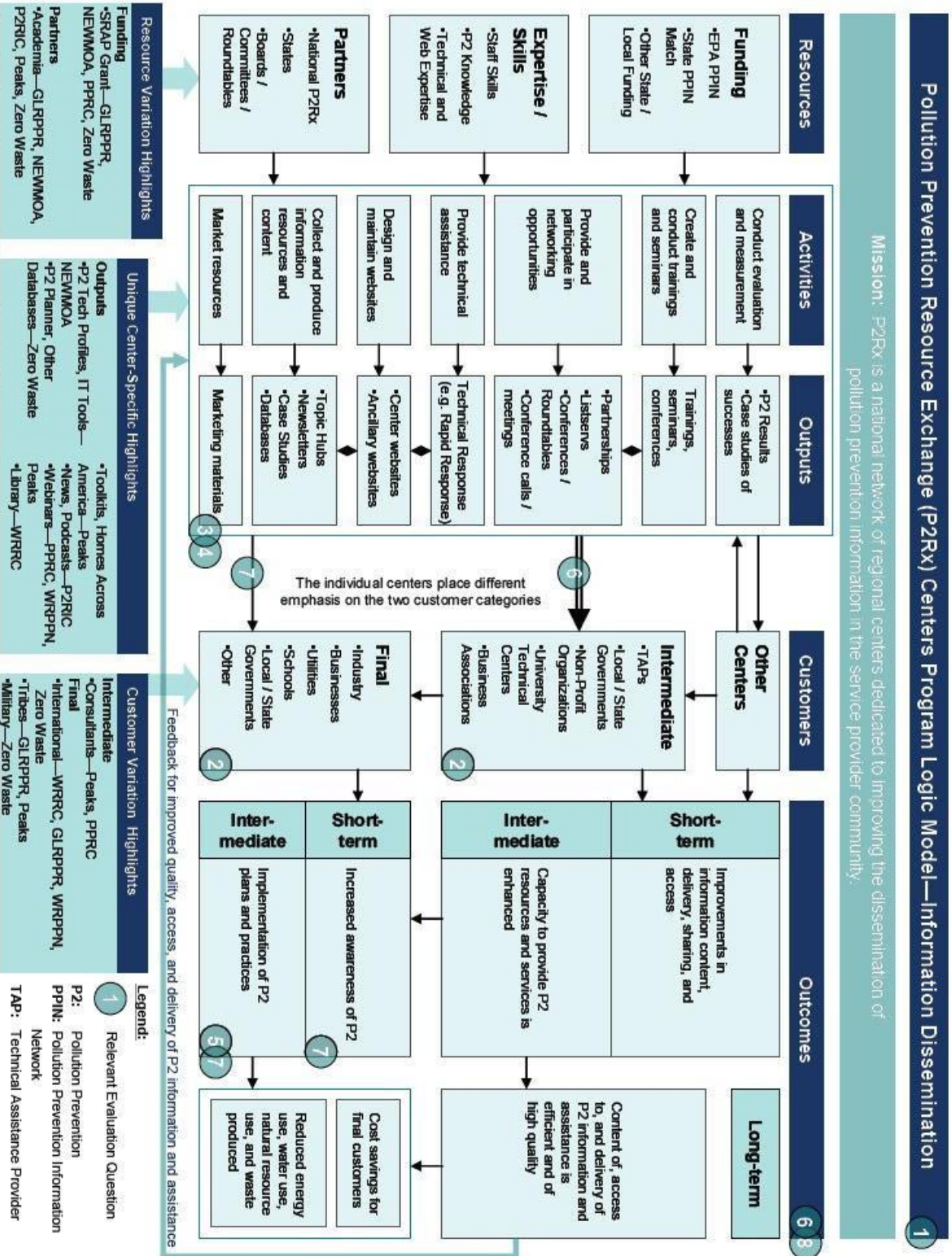
- i) Pre/post-test:** Before conducting a training, webinar, or workshop, test attendee knowledge of the subject being covered. At the end of the activity, retest participants to determine changes in understanding of the materials presented. Pre/post-tests can also help improve training materials by revealing areas where key messages did not come across.
- ii) Telephone survey:** A telephone survey can be used to follow-up with customers or facilities that have received training or services. General feedback can be used to document the impact of assistance activities.
- iii) Email or online survey:** These surveys depend on the voluntary response of website users or customers using center services and have the potential to reach a large number of respondents. Using surveys on websites allows the center to reach users beyond the known listserv audience. Questions can be posted on-line with a link featured on the homepage or sent out on a listserv. In addition web-based survey tools, such as “Survey Monkey”, can be used to collect responses to a standard set of questions. Simple surveys can be used to ask whether the information provided was useful, easy to understand or promoted changes in customer behavior.
- iv) Self-reported data:** Individuals or facilities may provide self-reported data on changes in behavior, P2 practices adopted or plans to implement new P2 practices. Additional information may be provided such as changes in energy or water bills or waste disposal costs. Information may also be submitted as part of a pollution prevention awards or environmental recognition program.

b) Quality assurance protocol in collection of measurements. The RFP notes EPA requirements for all grantees whose projects involve measurement to submit a Quality Management Plan (QMP). Collection of outcome measures should be addressed in a Quality Assurance Project Plan which describes how measurements will be made and the oversight of collection and reporting of these measures.

c) Use of grant funds for surveys. Surveys of 10 or more people (and using the same questions) conducted using cooperative agreement funds are subject to the Paperwork Reduction Act (5 CFR 1320). Any surveys conducted under PPIN grants, or where EPA appears to be conducting or sponsoring the collection of information, are subject to the Paperwork Reduction Act. Grantees may carry out their own survey or documentation without EPA grant funding.

d) Grantees can collect: facts or opinions submitted in response to general solicitations of comments, provided that no person is required to supply specific information pertaining to the commenter, other than that necessary for self-identification; examinations designed to test aptitude, abilities or knowledge; and information necessary to identify a respondent, such as website registration (See 5 CFR 1320.3(h)).

Figure 1-1: Generic P2Rx Information Dissemination Logic Model



Evaluating the Effectiveness of the EPA PPIN Grant Program

Appendix E

Itemized Budget Guidance and Sample Breakdown of Cost per Task

Applicants must provide a detailed cost justification for the estimated budget amounts reflected in Section B of the SF-424A application form. The 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 provided below.

Description of Object Class Categories and Details Provided in the Budget Narrative:

Personnel: Indicate salaries, wages, and job title, of all individuals involved in the project, details may be included in the budget narrative.

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.

For Multi-year Grants: The proposed budget must show a complete budget for each year of funding in addition to the total project cost. Each year must also include the proposed match for the Federal funding.

Sample Detailed Budget

Object Class	Detailed Description	YEAR 1		
		EPA	Match Funds	Total
Personnel	Project Manager	36,733	39,171	75,904
	Project Assistant	21,200	0	21,200
	Office Assistant	16,372	0	16,372
Salaries & wages		74,305	39,171	113,476
Benefits		14,001	9,401	23,402
Travel	Year 1: Air fare, per diem and hotel for 1 person to Denver Year 2: Travel to San Francisco	1,587		1,587
Equipment				
Supplies		1,107		1,107
Contract				
Other	Conference call and webinar expenses	2,500		2,500
Total Direct Charges		93,500	48,572	142,072
Indirect Charges		6,500	51,428	57,928
Total		100,000	100,000	200,000
Program Income		0	0	

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.

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	Description	FTE	Match FTE	% Budget
1	P2 library	.60	.15	59%
2	Respond to P2 Queries	.20	.05	30%
3	Training	.10	.10	11%
Total		.90	.30	100%