EPA POLLUTION PREVENTION (P2) GRANT PROGRAMS

FY 2022-FY 2023 REQUESTS FOR APPLICATIONS (RFAs)

APPLICATION CHECKLIST

Funding Opportunities Numbers (FONs): EPA-HQ-OPPT-2022-001 and EPA- I-OCSPP-OPPT-FY 2022-001

Assistance Listing #: 66.708

CHECKLIST QUESTIONS – Check before you submit!	☑
Did you address <u>all</u> Threshold Eligibility Criteria?	
Threshold Eligibility Criteria – See Section III.E for EPA-HQ-OPPT-2022. See Section III.D for EPA-I-OCSPP-FY 2022-001.	
1. Does your application explain how the work will support the statutory criteria of P2 grants? See Section I.B and the definition of P2 Section I.C of announcements.	
2. Does your grant work primarily support P2? See Section I.D of announcements.	
3. Does your application support at least one P2 NEA? See Section I.G of announcements.	
4. Are you an eligible applicant? See Section III.A of announcements.	
5. Does your application support: • The goal and objective of the agency's strategic plan? See Section I.H of announcements.	
• Programs' expected outputs and outcomes? See Section I.I of announcements.	
6. Does your budget plan address the 50 percent cost share/match requirement (Section III.B)? Note: Federally recognized tribes and intertribal consortia <u>are not</u> subject to a cost share/match requirement when P2 grant awards are placed into a past performance partnership grant (PPG) agreement under the conditions described in Section III.D. **Note: This criterion ONLY applies to applications submitted under: FON-HQ-OPPT-2022-001. There is no cost share requirement (zero match) for applications submitted under FON: EPA-I-OCSPP-OPPT-FY2022-001.**	
7. Does your application substantially comply with submission content requirements? See Section IV.C and Appendix C of announcements.	

8. Will your application be ready to submit by the deadline: **Monday, April 11, 2022**?	
9. Will your application be submitted through Grants.gov or an approved exception?	

Did you complete the four (4) mandatory application forms?	
Application Forms (Mandatory) – See Section IV of announcements.	
1. Standard Form 424 – Application for Federal Assistance (SF-424)	
2. Standard Form 424A, Budget Information – Non-Construction Programs	
3. EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance	
4. EPA Key Contacts Form 5700-54	

Does your Project Narrative address <u>all</u> elements of the five Evaluation Criteria and related sub-criteria?	
Evaluation Criteria – See Section V.A. Also, see Section IV.C.3.e of announcements.	
1. Strategy & Approach (Note: There are nine sub-criteria – those are abbreviated below. See Section V.A of announcements for complete descriptions).	
a. Does the project present a clear description of environmental/human health issues addressed by project?	
b. Does the project address at least one of the National Emphasis Areas NEA(s) selected such as whether the application describes the types of facilities to be targeted for technical assistance?	
c. Does the project, as is appropriate and feasible, describe how the applicant intends to emphasize P2 technical assistance to address the disproportionate and adverse human health, environmental, climate-related or other cumulative impacts affecting underserved communities? .	
d. Does the project intend to provide and emphasize P2 technical assistance to address the climate change impacts of businesses?	
e. Does the project describe how the P2 technical assistance will be provided, such as through direct on-site technical assistance to businesses or off-site or remote technical assistance to facilities, e.g., referring businesses to other P2 resources?	
f. Does the project propose P2 technical assistance project(s) and approaches that are likely to encourage the targeted businesses to adopt P2 practices?	

g. Does the project leverage the resources and expertise of partners and stakeholders?	
h. Will the project meet the requirements to develop case studies and other materials (e.g., training, videos and outreach) to adopt P2 approaches?	
i. Does the project present a plan to widely share P2 best practices and products developed during the grant (e.g., toolkits, assessment checklists, training modules, videos, outreach materials)?	
2. Environmental Results Measurement & Reporting P2 Recommendations and Actions Implemented	
Does the project provide a clear strategy for collecting required information on results of projects (outputs and outcomes) <u>and</u> meet or exceed expectation for reporting results to EPA? meet or exceed expectations for reporting results to EPA?	
3. Programmatic Capability & Environmental Results Past Performance Criteria (Note: There are four sub-criteria – those are abbreviated below. See Section V.A of the announcements for complete descriptions)	
a. Does your application address past performance in successfully completing and managing other assistance agreements?	
b. Does your application address a history of meeting the reporting requirements under the assistance agreements identified?	
c. Does your application provide a plan for timely and successfully achieving the objectives of the proposed?	
d. Does your application describe their staff expertise/qualifications, staff knowledge and resources to carry out the project activities?	
4. Timeline	
Did you provide timeframes and milestones to identify when project tasks, tools, roundtables/meetings, product deliverables (e.g., case studies, trainings, tools) will be completed?	
5. Budget - See **Appendix G**. of announcements for budget template .	
Does your budget plan provide estimated costs broken-out by budget category? Have you described an approach that provides controls and procedures to address the timely expenditure of federal grant funds? Did you explain whether costs are set aside for grant activities related to grant reporting, following up on P2 implementation, and the development of case studies? Is your cost share/match calculation, correct? **Note: Regarding this last item, the cost share/match requirement ONLY applies to applications**	

submitted under: FON-HQ-OPPT-2022-001. Tribal applicants that apply under this FON and place their P2 grant award into a performance partnership grant (PPG) agreement will have no (zero) cost share/match.	
Does your project narrative conform to the 15-page limit and format requirement? (pages beyond 15 will not be read)	
Did you follow the content specifications and format requirements for your project narrative? See **Section IV.C. and Appendix C** of the grant announcements for instruction.	
Did you include optional documentation? (Note: This is not considered part of the 15-page narrative)	
Documentation (Optional) – See Section IV.C.2 of announcements.	
1. Letters of Support	
2. Staff Resumes	
Are you ready to submit? If so, follow instructions in **Section IV.A and Appendix C** of announcements. For technical assistance with submitting your application, prior to the deadline, contact the Grants.gov hotline at: 1-800-518-4726	
Questions concerning grant program requirements? Contact EPA Headquarters or a Regional P2 Program – contact information is provided in See **Section VII** of announcements.	
GOOD LUCK!	