Additional Qs and As from EPA's CPRG Grantee Training on Quality Assurance Project Plans (QAPPs)

Note: This document provides answers to additional questions that were not able to be answered during the live webinar due to time constraints, as well as extended answers to some questions answered during the webinar.

Q1: Will the QAPP need to be approved before we begin data collection on PCAP (e.g. GHG inventory) or just before the Priority Climate Action Plan (PCAP) is submitted?

In general, QAPPs must be reviewed and approved prior to conducting environmental information activities. Some data related efforts may be necessary in order to develop the QAPP (e.g. determining availability of data.) Use and/or analysis of such data should not occur before the QAPP is approved.

In addition, there are many activities in your workplan that we encourage you to work on in parallel with writing your QAPP and while waiting for its review and approval. A few examples of such activities include:

- Hiring and procurement activities

- Conducting interagency coordination, stakeholder outreach, and community engagement

- Participating in trainings, discussions, and technical assistance forums

- Researching policy or program options including authority to implement specific policies or programs, workforce development opportunities, *etc.*

Q2: The terms and conditions of our grant agreement says a Quality Management Plan (QMP) should be submitted within 60 days of award. Can you explain the difference between the QMP and QAPP and are both required?

A Quality Management Plan (QMP) describes the organization's quality program, that is, its management structure for quality, while the QA Project Plan (QAPP) describes the necessary quality assurance, quality control and other technical activities that must be implemented for a specific project.

In general, we do not anticipate that a QMP will be required for the CPRG planning grants. Please contact your EPA project officer and regional QA staff for additional guidance on whether a separate QMP is required for your CPRG project.

Q3: Can the QA Manager be a consultant?

While EPA grantees often hire contractors to support QAPP development and environmental information operations, EPA typically recommends that the QA Manager role remain with the grantee to ensure appropriate oversight. Please contact your project officer or regional QA staff for additional guidance and regionally specific requirements.

Q4: If our PCAP does not address all sectors, can the initial QAPP just address the relevant sectors, and a later QAPP for the Comprehensive Climate Action Plan (CCAP) cover all sectors?

Yes, a grantee may submit an updated QAPP at a later date if necessary. Please note, that new collection or use of environmental information would not be able to begin until the revised QAPP is approved.

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Q5: Are the QAPP submittals for CPRG going to bypass the current EPA QAPP approval backlog?

We are working with our regional QA staff to support and expedite review as much as possible. Regions have been asked to prioritize CPRG QAPPs.

Q6: If an agency already has an approved QAPP for an existing GHG EI, would the new QAPP mainly address the way the agency plans to calculate emission reductions?

A QAPP may incorporate existing QAPPs by reference if appropriate. The CPRG QAPP should cover any additional use or analysis of the data covered by the existing QAPP.

Q7: Our MSA includes two states. Effectiveness of reduction measures might be different based on local government authorities. Do we produce different effectiveness ranges methodologies for each state?

The QAPP should document the approaches and methods used for environmental information activities and the rationale for their selection. There is no requirement to use different methodologies for different locations. Using a consistent methodology may facilitate comparisons across the two states.