

**U. S. ENVIRONMENTAL PROTECTION AGENCY, REGION VII
Supplementary Application Guidance for Fiscal Year 2005
Pollution Prevention Grants Program**

OVERVIEW INFORMATION

Sponsoring Federal Agency and Office:

U. S. Environmental Protection Agency (EPA) Region 7, (R7) AIR, RCRA, TOXICS DIVISION (ARTD)

Funding Opportunity Title: Pollution Prevention Grants Program

Announcement Type:

Supplementary Guidance to the National Notice of Request for Proposals for Projects to be funded from the Pollution Prevention (P2) Grant Program Posted March 1, 2005, to EPA's P2 grants home page at <http://www.epa.gov/p2/grants>.

Funding Opportunity Number: EPA-R7ARTD-05-003

Catalog of Federal Domestic Assistance (CFDA) Number: 66.708

Application Submission Date: **Friday, May 20, 2005**
Applications received after the submission date will be rejected.

Overview Information:

Statutory Authority: Pollution Prevention Act of 1990, Section 6605, Public Law (P. L.) 101-508

Statutory Applicant Cost Match: 50% of Total Approved Cost, Section 6605(c) of P.L. 101-508
Applications indicating less than 50% applicant match will be rejected. Tribes and Intertribal Consortiums may be eligible for reduced match. See Section 3. B.

SUMMARY

EPA Region 7 is soliciting applications for the Pollution Prevention Grant Program (CFDA 66.708). This guidance supplements the National solicitation located at the website referenced above. These grant dollars are targeted at States and Tribal technical assistance programs that address the reduction or elimination of pollution across all environmental media: air, land, and water.

The National solicitation referenced above describes the process by which EPA, Region 7, will award grants that comply with program regulations found at 40 Code of Federal Regulations (CFR) Part 35, Subpart A and 40 CFR Part 35, Subpart B. This document provides an overview of the program, description of the evaluation criteria, grant management tools and timelines for submissions and final awards.

Under the authority of the Pollution Prevention Act of 1990, EPA Region 7 plans to award up to \$500,000 in pollution prevention grants to the States and Tribes in FY 2005 for prevention activities through a competitive review process

1. FUNDING OPPORTUNITY DESCRIPTION

The goal of this grant program is to assist businesses and industries in identifying better environmental strategies and solutions for reducing waste at the source. Funds awarded under this grant program can be used to support P2 programs that address the transfer of potentially harmful pollutants across all environmental media: air, water, and land. Programs should reflect

comprehensive and coordinated pollution prevention planning and implementation efforts Tribal, State, or Region-wide.

The effectiveness of EPA's P2 programs will be measured by the environmental results achieved with these programs or projects, by ensuring that EPA's limited resources are used to further the Agency's Strategic Goals. The Strategic Goals for the Pollution Prevention (P2) grant program are:

Goal 1: Clean Air

Objective 1.5: Reduce Greenhouse Gas Intensity

Activity 1: Energy Star and Energy Efficiency

Activity 2: Landfill Methane Outreach Project (LMOP) and AgStar methane reduction

Goal 3: Preserve and Restore the Land

Objective 3.1: Preserve Land

Sub-objective 3.1.1: Reduce Waste Generation and Increase Recycling

Activity 1: Source reduction, re-use, and recycling

Activity 2: Support States and Tribes in MSWL permit programs

Goal 5: Compliance and Environmental Stewardship

Objective 5.2: Improve Environmental Performance through Pollution Prevention, Innovation and Analysis

Sub-objective 5.2.1: Pollution Prevention by Government and the Public

Activity 1: Regional Environmental Management System (EMS)

Activity 2: Develop Outreach Advocacy Program to other Federal entities

Activity 3: RCRA 6002 & Federal use of recycled materials

Activity 4: P2 partnerships with Federal facilities

For more information on EPA's Strategic Plan go to:

<http://www.epa.gov/ocfopage/plan/plan.htm>

All proposed grant programs or projects must list the objective(s) of the program/project and provide a link to the EPA Strategic Plan. As a part of the application, you will be required to complete the "Environmental Results in Assistance Agreements" template (See Appendix A).

EPA also requires the documented environmental benefits that result from agency-awarded grants. This can be featured as an Environmental Performance Table in Appendix B which includes, but is not limited to:

- reduced toxic emissions to air, water, or land;
- gallons of clean water saved;
- tons of solid waste eliminated from entering our landfills through recycling or source reduction (reported separately);
- million metric tons of CO₂ or CO₂ equivalent emissions reduced;
- energy saved in BTU's per year;
- number of firms served (at workshops, on the phone, at assessments, etc.);
- dollars saved through the programs; and,
- other measures that would be appropriate to specific proposals

EPA encourages individual grantees to develop their own measurement activities specifically tailored to meet the needs of their projects. EPA can provide assistance on conversion factors if needed.

An Environmental Performance Table (Attachment B) is included to help you report results

All applicants are required to link their programs or projects to environmental results. Environmental results are used as a way to gauge a project's performance using output and outcome measures.

The term “component” means the activities required to accomplish the goals, the stated objectives/link to the EPA Strategic Plan. For each component/objective, list the anticipated total grant amount of funding and the associated FTE’s needed to achieve the program/project. The amounts of the component/objectives must add up to the total amount of grant funding for the award.

Example: Federal share \$140,000, Applicant share \$140,000, total \$280,000. Four components/objectives: Component A; FTE’s total \$100,000, Component B; FTE’s total \$80,000, Component C; FTE’s total \$45,000, and Component D; FTE’s total \$55,000. An FTE is the cost of all personnel, supplies, training, travel, contracts and other costs associated with a component.

The term “work plan activities” includes a list of actions required to accomplish the work plan strategic goals, and a time frame for accomplishment. The work plan will include outputs, outcomes, and a baseline for measurement of improvement.

The term “output” means an environmental activity, effort, and/or associated work product that is related to an environmental goal or objective, that will be produced or provided over a period of time or by a specific date.

The term “outcome” means an environmental result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. List what environmental improvements will be accomplished as a result of this program/project. These improvements are changes or benefits to the environment which are a result from the accomplishment of work plan commitments and outputs. These may be

Short term – Changes in learning, knowledge, attitude, skills
Intermediate – Changes in behavior, practice or decisions
Long-term – Changes in condition

For example, an output would be the number of busses retro-fitted while an outcome would be the decrease in the percentage of children suffering from asthma as a result of cleaner air.

Programs or projects must also establish a baseline for measurement. Describe the current condition, and the expected new condition, and the amount of time anticipated to achieve the new condition.

Example: Output = Retrofitting a fleet of 100 school busses. 20 school busses can be retrofitted each year, starting in 2006, for five years, ending 2011. Outcome = By 2012, the anticipated number of children in the community suffering from asthma will be reduced by 50 percent.

Region 7 Priority Activities

EPA Region 7 has identified activities addressing Persistent, Bio-accumulative and Toxic Chemicals (PBTs) and Agriculture as priorities for FY05. Although incorporation of PBTs and/or Agriculture into a P2 grant application is not a requirement for P2 funding, applications which address PBTs and/or Agriculture may receive higher consideration for funding.

Persistent, Bioaccumulative and Toxic Chemical Reduction

EPA is seeking to reduce or eliminate PBT chemical exposure to the environment. Applicants are encouraged to incorporate projects or approaches into their grant proposals that will address the reduction of PBT chemicals. Applicants may address chemicals on the hazardous waste minimization priority chemical list (found at <http://www.epa.gov/epaoswer/hazwaste/minimize/chemlist.htm>) in addition to the PBT list found at <http://www.epa.gov/pbt/fact.htm>.

Agriculture

EPA Region 7 has identified agriculture issues as a priority for FY05. Applicants are encouraged to incorporate projects or approaches into their grant proposals which address pollution prevention within the agriculture sector.

Measurement Criteria

For the FY05 P2 Grant year, EPA Region 7 is requesting that the applications include information on specific environmental measurement activities associated with the grant work.

EPA requires grantees to design individual measurement programs to follow up on assessments, to track technical assistance efforts, and to track action on web sites. The numbers can be confidentially obtained, but should be combined for the report.

Examples of information obtained for assessing technical service activities may include:

- number of requests for service;
- type of service requested, such as documents, training, technical assistance, on-site visit, web site, etc.;
- sector requesting the service, such as industry, commercial business, farmer, State or local government, non-profit, consultant, etc.; and,
- geographic calling area, such as county, state, EPA designated region, nation, or international.

Examples of information obtained from web pages and list serves to measure marketing efforts and the level of interest in the programs may include:

- numbers of web site hits and their implications if they can be determined; and,
- the number and type of responses to list serve requests (perhaps number of questions and answers may be adequate)

In addition, final work plans may be negotiated by EPA with the recipient to include the following information as required by 40 CFR 35.107 and 35.507:

- a. the work plan components to be funded under the grant;
- b. the estimated work years and the estimated funding amounts for each work plan component;
- c. the work plan commitments for each work plan component and a time frame for their accomplishment
- d. a performance evaluation process and reporting schedule in accordance with 35.115 of this subpart; and
- e. the roles and responsibilities of the recipient and EPA in carrying out the work plan commitments

2. AWARD INFORMATION

Under the authority of the Pollution Prevention Act of 1990, EPA, Region 7, anticipates approximately \$500,000 will be available to support pollution prevention grants or cooperative agreements to States, Tribes and Intertribal Consortia in FY 2005 for pollution prevention activities performed in FY 2006. . Awards will be based on this solicitation and will be in accordance with the final selection process.

The type of assistance agreement, a grant or cooperative agreement, will be determined based on review of individual applications to establish whether there would be substantial Federal agency involvement in the completion of a project or activities. Project period start and end dates should be limited to one year.

There is no limit on the number of applications that can be submitted by an applicant. The number of awards will depend on individual application cost; the final aggregate amount of Federal funds for all applications; and the total amount of Federal funding available. *Region 7 has set maximum Federal funding at \$140,000 per application.*

Applications for renewal or supplementation of existing projects are eligible to compete with applications for new awards. The Agency reserves the right to offer partial funding of an application. Should additional funding become available for award, the Agency may award additional grants no later than by 4 months of the final selection decision without further notice or competition. The Agency reserves the right to reject all applications and make no awards.

EPA-Region 7 anticipates announcing the successful application(s) within 90 after the closing date of this announcement. Project award is anticipated no later than 90 days after receipt of the complete funding package and receipt of regional allocation funds from Headquarters.

3. ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligible applicants for purposes of funding under this program 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 universities, and Indian Tribes that meet the requirement for treatment in a manner similar to a State at 40 CFR 35.663 and intertribal consortia that meet the requirements at 40 CFR 35.504.

Local governments, private universities, private nonprofit, private businesses, and individuals are **not** eligible for funding. Eligible applicants are encouraged to establish partnerships with business and other environmental assistance providers to seamlessly deliver pollution prevention assistance. Successful applicants will be those that best meet the evaluation criteria in **Section 5** of this guidance. In many cases, this is likely to be accomplished through partnerships.

B. Cost Sharing or Matching

Recipients of grants under Public Law (P. L.) 101-508, Pollution Prevention Act of 1990, Section 6605(c) must provide 50 percent of the total allowable project costs. For example, the Federal government will provide half of the total allowable cost of the project, and the recipient will provide the other half. 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 EPA regulation 40 CFR 31.24.

Funds for a P2 grant may be included in a Performance Partnership Grant (PPG); however, the P2 Grant Program is a competitive grant program. Therefore, State and Tribal proposals must first be selected under the competitive grant process and, in accordance with 40 CFR 35.138, and 35.535, the work plan commitments that would have been included in the P2 work plan must be included in the PPG work plan.

If a Tribe or Intertribal Consortium is selected for a P2 Grant and the Tribe includes the funds in a PPG awarded under 40 CFR Part 35, Subpart B, the required Tribal match for the pollution prevention portion of the PPG will be reduced to 5% of the allowable pollution prevention project cost for the first two years of the PPG grant. After the first two years in which a Tribe or Intertribal Consortium receives a PPG, the Regional Administrator must determine through objective assessment whether the Tribe or the members of an Intertribal Consortium meet socio-economic indicators that demonstrate the ability of the Tribe or the Intertribal Consortium to provide a cost share greater than five percent. If the Regional Administrator determines that the Tribe or the members of Intertribal Consortium meet such indicators, then the Regional Administrator shall increase the required cost share up to a maximum of 10 percent of the allowable cost of the work plan budget for each program with a cost share greater than 5 percent.

Further, the Regional Administrator may waive the cost share required for a PPG upon request of the Tribe or Intertribal Consortium, if, based on an objective assessment of socio-economic indicators, the Regional Administrator determines that meeting the cost share would impose undue hardship (see 40 CFR 35.536(d)).

C. Other Eligibility Criteria

Preliminary Eligibility Screening Requirements

To be eligible for funding, applicants **must address or meet** all of the following criteria, failure to address or meet these criteria will result in the proposal being disqualified for funding consideration:

1. Be an eligible applicant as defined in 3.A. above;
2. The proposal must meet all format and content requirements contained in this notice; and
3. The proposal must comply with the directions for submittal contained in this notice.

4. APPLICATION AND SUBMISSION INFORMATION

For more information about these forms contact **Gary Schlicht at 913-551-7097** or 1-800-223-0425, EPA Region 7 Customer Service.

A: Address to Request Applicable Forms Application forms may be obtained from the following website; <http://www.epa.gov/region07/economics> - Applications; **OR**

You may also apply electronically by using the electronic application package available at <http://www.grants.gov/Apply>. Please be advised that the registration process of grants.gov is a separate process from submitting an application. The grants.gov registration process can take approximately two weeks to be completed. Applicants are therefore, encouraged to register early.

B. Content and Form of Application Submission

Applications must include the following:

1. Lead Agency (i.e., the agency applying for the grant funds) and Key Contact(s);
2. Other Involved Agencies (if any) and Key Contacts;
3. Background (including a statement of the problems or issues that the project will address and the current status of pollution prevention activities in the State or Tribe);
4. Summary of the Project (including the project strategy, measurement of success, goals, and objectives);
5. Specification of Tasks and Deliverables. The proposal must describe a linkage between the work to be accomplished under the assistance agreement and EPA's Strategic Plan;
 - 1) Applicant's plan for tracking and measuring its progress in achieving expected outputs/outcomes as discussed in Section 1. (Complete Appendix A)
 - 2) Applicants are required to include information that addresses and corresponds to the ranking factors in Section 5.
6. Level of Funding Requested (including the percentage of the project that will be funded with federal dollars) This includes an itemization of the amounts budgeted by individual Object Class Categories (see Allowable Cost section below) **(Note: Region 7 has set maximum federal funding at \$140,000 per application.)**
7. Matching Resources for Project (requested federal money must be matched by at least an equal level of funds and/or in-kind goods and services);

8. Schedule for Implementation (including a summary of deliverables and their due dates);
9. Statement of Experience/Capability (should include resumes or background statements for key project personnel and a description of organization's capabilities and experience as it relates to the proposed project); and,
10. Completed Standard Grant Application, including all forms required on the website, as referenced above.

Confidential Business Information.

Applicants should clearly mark information contained in their proposal which they consider confidential business information. EPA reserves the right to make final confidentiality decisions in accordance with Agency regulations at 40 CFR, Subpart B. If no such claim accompanies the proposal when it is received by the EPA, it may be made available to the public by EPA without further notice to the applicant.

C. Submission Dates and Times

EPA will consider all applications which are post-marked by the U.S. Postal Service, hand-delivered, or electronically delivered to the Agency, or include official delivery service documentation indicating EPA acceptance from a delivery service, on or before the deadline published in the request for applications. **This due date is on or before May 20, 2005, 5 p.m. Central Time.** Applications received after the due date will not be considered for funding. Applications must be submitted to:

Gary Schlicht
ARTD/SWPP
U.S. EPA, Region 7
901 North 5th Street
Kansas City, Kansas 66101

Schlicht.Gary@epa.gov

D. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or the consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your proposal is selected for funding.

E. Funding Restrictions

Allowable Costs

EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. 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. Ineligible costs will be reduced from final grant award.

5. APPLICATION REVIEW INFORMATION.

A. Criteria

All responsive initial proposals will be evaluated using the following criteria and weights:

- ◆ **Promote multimedia pollution prevention.** Applicants should identify how projects will encourage source reduction to actively prevent pollution across all environmental media: air, water and land. Programs should reflect comprehensive and coordinated pollution prevention planning and implementation efforts statewide. [15 points]
- ◆ **Demonstrate how activities will advance state environmental goals.** Applicants must demonstrate how the proposed pollution prevention activities will complement the State's environmental goals that are included in the State environmental strategic planning documents, environmental program goals, or either PPA or PPG documents. Successful applicants will clearly link activities to environmental goals established in these comprehensive strategies. EPA encourages States to develop initiatives in priority industry sectors and geographic areas identified by the States. If the State has an Environmental Partnership Agreement developed under the National Environmental Performance Partnership System (NEPPS), the application needs to document how its activities address the Agreement's priorities. [10 points]
- ◆ **Demonstrate how activities will interact with the State's regulatory program.** Applicants must describe how their proposed pollution prevention activities will connect with their State's regulatory program issues. The work plan needs to include identifiable activities which incorporate media relevant information back to the affected regulatory program (publishing success stories in media-specific newsletters, setting up semiannual meetings with media directors, etc.). [10 points]
- ◆ **Demonstrate Partnerships.** Applicants must include a letter of agreement between the applicant and at least one other environmental assistance provider in the State. This letter should describe how the two (or more) organizations will work together to deliver complementary services. States may select any established environmental assistance provider, including Pollution Prevention Resource Exchange centers (P2Rx); National Institute of Science and Technology Manufacturing Extension Program centers (NIST MEP); Small Business Development Centers (SBDCs); Small Business Assistance Programs (SBAPs); EPA Office of Enforcement and Compliance Assurance (OECA) Compliance Assistance Centers; or university cooperative extension programs. EPA will give preference to applicants that develop joint proposals with these organizations. [15 points]
- ◆ **Identifiable measures of success.** For each of the activities identified in the application, the applicant must identify how and what measures they are using to track the effectiveness of the activity and achieve the outputs of the grant. EPA is requesting that grantees identify and measure the environmental benefits of the activities to be conducted in the application. Measures of success should be either measures of environmental improvement, or they should be directly linked to such measures. See Section 1, Funding Opportunity Description. [20 points]
- ◆ **Use of the Regional Pollution Prevention Resource Exchange.** A priority that EPA considers important to strengthen State P2 activities and aid the formation of partnerships with other business assistance providers is the Pollution Prevention Resource Exchange (P2Rx). EPA would like the grantees to use the resources available through their regional P2Rx center throughout the entire grant process. [10 points]
- ◆ **Regional Priorities.** The proposal incorporates elements of a PBT reduction effort or addresses the agriculture sector. [20 points]

B. Review and Selection Process

All eligible proposals will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on the above evaluation criteria. Applicants will be screened to ensure that they meet all initial eligibility criteria in Section 3C and will be disqualified if they do

not meet the criteria. Final selection will be made by the EPA Region 7 Air, RCRA and Toxics Division Director.

C. Anticipated Announcement and Award Date

Region 7 anticipates announcing the successful proposal within 90 days after the closing date of this announcement. Project award is anticipated no later than 90 days after receipt of the complete funding package and receipt of regional allocation funds from Headquarters.

6. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Once applications have been reviewed, evaluated and ranked, applicants will be notified regarding the success of their proposal. Notification is not an authorization to begin performance.

A listing of the successful proposals will be posted on the R7 EPA website address, http://www.epa.gov/region07/economics/r7_grant_opportunities.htm at the conclusion of the competition. This website may also contain additional information about this announcement including information concerning deadline extensions or other modifications.

B. Administrative and National Policy Requirements

Program Information

This is EPA Region 7 Supplementary Guidance to the National Notice of Request for Applications for Projects to be funded from the Pollution Prevention (P2) Grant Program Posted March 1, 2005, to EPA's P2 grants home page at <http://www.epa.gov/p2/grants>.

Applicable Regulations

State applicants and recipients of P2 grants are subject to the requirements of EPA regulations 40 CFR Parts 31 and 35, Subpart A, supplemental EPA regulations at 40 CFR 7; 12; 29; 32; 34; Office of Management and Budget Circulars A-87, A-133; and Federal cross-cutting statutes and regulations identified on the grant application form SF-424 (B) Assurances – Non-Construction Programs

Tribal and Intertribal Consortia applicants and recipients of P2 grants are subject to the requirements of EPA regulations 40 CFR Parts 31 and 35, Subpart B, and et al.

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> (this is a newer site address) Copies of these procedures may also be requested by contacting the EPA Region 7 Grants Assistance and Management Unit (GAMU) at 913-551-7026.

Quality Assurance

If environmental activities include direct measurements or data generation, environmental modeling or compilation of data from literature or electronic media as part of the funding agreement, a Quality Assurance Project Plan and submission date to EPA for approval will be required unless the organization can show a previously EPA approved Quality Management Plan. No federal funds may be expended or requested for reimbursement for data collection or

environmental sampling activities prior to submittal and approval of the Quality Assurance Project Plan to/by the EPA Project Officer.

Copyrights

EPA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes in accordance with 40 CFR 31.34: (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

C. Reporting

Grantees will be required to submit, either electronically or by paper, each of the semi-annual progress reports and the final report of the grant deliverables to the Region 7 Pollution Prevention Program in Kansas City (Address #1); two hard copies and one electronic version of the grant deliverables to the Regional Pollution Prevention Resource Information Center (Address #2); and one hard copy of each of the semi-annual progress reports and the final report and deliverables to the Pollution Prevention Division in Washington D.C. (Address #3).

Address #1:
Gary Schlicht
ARTD/SWPP
U.S. EPA Region 7
901 North 5th Street
Kansas City, KS 66101

Address #2:
Rick Yoder
P2RIC
University of NE at Omaha
6001 Dodge St., RH 308
Omaha, NE 68182

Address #3:
P2 Grant Products
Pollution Prevention Division (7409)
Environmental Protection Agency
401 M St., SW
Washington, DC 20460

These progress and final performance reports must be submitted in accordance with 40 CFR 31.41 or 30.51 as applicable.

Grantees shall submit semi-annual and annual performance reports. Annual reports shall be due 90 days after the grant year, semi-annual reports shall be due 30 days after the reporting period. The final performance report will be due 90 days after the expiration or termination of grant support.

Performance reports will contain brief information on the following:

- (i) A comparison of actual accomplishments to the objectives established for the period;
- (ii) The reasons for slippage if established objectives were not met; and
- (iii) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Failure to provide progress and/or performance reports in a timely manner may result in disqualification for future funding

7. Agency Contacts

Program:
Gary Schlicht
ARTD/SWPP
U.S. EPA Region 7
901 North 5th Street

Kansas City, KS 66101
schlicht.gary@epa.gov
913-551-7097

Business:

Sabre Germano, PLGM/RFMB
U.S. EPA Region 7
901 North 5th Street
Kansas City, KS 66101
germano.sabre@epa.gov
913-551-7026

8. OTHER INFORMATION

Awards for FY 2005 funds will be managed through the EPA regional offices. Applicants should contact their EPA Regional P2 Coordinator to obtain specific requirements for submitting an application at Region 7 Pollution Prevention Coordinator, (ARTD/SWPP) 901 North Fifth Street, Kansas City, KS 66101. Phone Number: 913-551-7097

Regional web site: http://www.epa.gov/region07/economics/r7_grant_opportunities.htm

For more information or questions about this guidance or the FY05 P2 grant program in EPA Region 7, please contact **Gary Schlicht at (913) 551-7097**, or toll-free at 1 (800) 223-0425.

LOGIC MODEL FOR WORK PLAN

Objective/Link to EPA Strategic Plan Components)	2 Grant Funding/FTE's (Federal/Match)	3 Work Plan Activities & Time frame for Accomplishment (Commitments)	4 Results of Activities (OUTPUTS)	5 Projected Environmental Improvement (OUTCOME)	6 Established Baseline for Measurement
<p>Objective of the Program/Project</p> <p>Clean Air and Global Climate Change</p> <p>Clean and Safe Water</p> <p>Land Preservation and Restoration</p> <p>Healthy Communities and Ecosystems</p> <p>Compliance and Environmental Stewardship, etc.</p>	<p>We use these resources...</p>	<p>For these activities....</p>	<p>To produce these outputs....</p>	<p>Which leads to this environmental change....</p>	<p>The criteria used to gauge program/project success</p>

GUIDE

1. Stated Objective/Link to EPA Strategic Plan - Please list the Objective of the Program/project and provide a Link to the EPA Strategic Plan. All grant funded activities are required to be linked to the U.S. Environmental Protection Agency (EPA) Strategic Plan. The Strategic Plan establishes goals, objectives, and sub objectives for accomplishing EPA's mission to protect human health and the environment. The five goals are:

Goal 1: Clean Air and Global Climate Change

Goal 2 - Clean and Safe Water

Goal 3 - Land Preservation and Restoration

Goal 4 - Healthy Communities and Ecosystems

Goal 5 - Compliance and Environmental Stewardship

The EPA Region 7 Strategic plan and goal sub-objectives are located at:
<http://www.epa.gov/ocfo/regionplans/region7/2004strategicplanreg7.pdf>

2. Grant Funding - Please list the anticipated amount of funding and the associated FTE's needed to achieve the Program/project objectives for this grant. Please include any match or cost share requirement.

3. Work Plan Activities & Time frame for Accomplishment (Commitments) - Please list the activities required to accomplish the work plan goals (Stated Objectives) and a time frame for their accomplishment.

4. Results of Activities (Outputs) - List the products/results which are expected to be achieved from accomplishment of the work plan activities.

5. Projected Environmental Improvement (Outcome) - List what environmental improvements will be accomplished as a result of this program/project. These improvements are changes or benefits to the environment which are a result from the accomplishment of work plan commitments and outputs. These may be:

Short term - Changes in learning, knowledge, attitude, skills

Intermediate - Changes in behavior, practice or decisions

Long-term - Changes in condition

6. Established Baseline for Measurement - Describe what baseline will be used to determine whether the program/project resulted in environmental improvement (i.e., current condition, new condition).

Attachment B

Environmental Performance Table

Select aspects and measures from this table on which you will be reporting as a result of your activities.

<u>Categories</u>	<u>Aspects</u>	<u>Measures</u>
<u>ENERGY USAGE</u>	<u>Total Energy Usage</u>	<u>BTU, MMBTU</u>
<u>WATER USAGE</u>	<u>Total Water Usage</u>	<u>gallons</u>
<u>MATERIALS USAGE</u>	<u>Total Materials Usage</u>	<u>tons, metric tons</u>
	<u>Hazardous Materials Usage</u>	<u>tons, metric tons</u>
	<u>Recycled/Re-Used Materials Usage</u>	<u>tons, metric tons</u>
<u>AIR EMISSIONS</u>	<u>Emissions of Greenhouse Gases</u>	<u>tons, metric tons carbon-equivalent of CO₂, CH₄, N₂O, and halo-carbons</u>
	<u>Emissions of Ozone-Depleting Chemicals</u>	<u>pounds, tons</u>
	<u>Emissions of VOCs</u>	<u>tons, metric tons</u>
	<u>Emissions of NO_x</u>	<u>tons, metric tons</u>
	<u>Emissions of Sulfur Dioxide</u>	<u>tons, metric tons</u>
	<u>Emissions of Particulate Matter</u>	<u>tons, metric tons PM₁₀ and PM_{2.5}</u>
	<u>Emissions of Carbon Monoxide</u>	<u>tons, metric tons</u>
	<u>Emissions of Toxics</u>	<u>pounds of chemicals listed as toxic under CAA, TRI and State statutes, also HPV and PBT list</u>
<u>WASTE</u>	<u>Total Solid Waste</u>	<u>tons, metric tons (including production scrap, if not recycled/reused)</u>
	<u>Hazardous Solid Waste</u>	<u>tons, metric tons</u>
	<u>Toxic Releases to Land</u>	<u>tons, metric tons TRI, HVP, PBT chemicals</u>
<u>DISCHARGES TO WATER</u>	<u>COD Discharges to Water</u>	<u>pounds</u>
	<u>BOD Discharges to Water</u>	<u>pounds</u>

<u>Categories</u>	<u>Aspects</u>	<u>Measures</u>
	<u>Discharges of Toxics to Water</u>	<u>pounds of chemicals listed under CWA, TRI, HPV, PBT, State statutes</u>
<u>ACCIDENTAL RELEASES</u>	<u>Release History</u>	<u>number, quantity of RQ, accidental releases reportable under EPCRA</u>
	<u>Vulnerability and Potential for Releases</u>	<u>size of Vulnerable Zone per Off-Site Consequence Analysis</u> <u>volume of Extremely Hazardous Substances in inventory</u>
<u>PRESERVATION/RESTORATION</u>	<u>Habitat Impacts</u>	<u>destruction, degradation, creation, or enhancement of habitat, including wetlands, riparian areas</u>
<u>PRODUCT PERFORMANCE</u>	<u>Expected Lifetime Energy Use of Product</u>	<u>KWh, BTU</u>
	<u>Expected Lifetime Waste (to air, water, land) of Product</u>	<u>tons, metric tons, by aspects in air, waste, water categories above</u>
	<u>Packaging Materials Used in Product</u>	<u>tons, metric tons</u>
	<u>Waste to Air, Water, Land from Disposal or Recovery of Product</u>	<u>tons, metric tons, by aspects in air, waste, water categories above</u>

The following acronyms are used in the *Environmental Performance Table*

BOD	=	Biological Oxygen Demand
CAA	=	Clean Air Act
COD	=	Chemical Oxygen Demand
CWA	=	Clean Water Act
BTU	=	British Thermal Units
EPCRA	=	Emergency Preparedness and Community Right-to-Know Act
HPV	=	High-Production Volume Chemicals (a list of chemicals covered by HPV is available at http://www.epa.gov/chemrtk/hpvchmlt.htm)
Kwh	=	Kilowatt Hours
PBT	=	Persistent, Bioaccumulative and Toxic Chemical
MMBTU	=	Million Metric British Thermal Units
PM10	=	Particulate Matter less than 10 microns
PM2.5	=	Particulate Matter less than 2.5 microns
RQ	=	Reportable Quantity under the Comprehensive Environmental Responsibility and Cleanup Act (CERCLA)
TRI	=	Toxic Release Inventory (a list of chemical covered by TRI is available at http://www.epa.gov/tri/chemical)
VOC	=	Volatile Organic Compounds