EPA POLLUTION PREVENTION (P2) GRANT PROGRAMS
FY 2024-FY 2025 NOTICE OF FUNDING OPPORTUNITIES (NOFOs)
APPLICATION CHECKLIST

Funding Opportunities Numbers (FONs): EPA-HQ-OCSPP-OPPT-FY2024-001 and EPA-I-HQ-OCSPP-OPPT-FY2024-002

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-OCSPP-OPPT-FY2024-001. See Section III.D for EPA-I-HQ-OCSPP-OPPT-FY2024-002.	
1. Does your application explain how the work will support the statutory criteria of P2 grants? See Section I.D and the definition of P2 Section I.B of announcements.	
2. Does your grant work primarily support P2? See Section I.C of announcements.	
3. Does your application support at least one P2 NEA? See Section I.F 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.I of announcements.	
• Programs' expected outputs and outcomes? See Section I.J 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: EPA-HQ-OCSPP-OPPT-FY2024-001. There is no cost share requirement (zero match) for applications submitted under EPA-I-HQ-OCSPP-OPPT-FY2024-002.**	
7. Does your application substantially comply with submission content requirements? See Section IV.C for EPA-HQ-OCSPP-OPPT-FY2024-001, Section IV.D for EPA-I-HQ-OCSPP-OPPT-FY2024-002 and Appendix G of both announcements.	

8. Will your application be ready to submit by the deadline: **Friday, May 17, 2024**?	
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 eight Evaluation Criteria and related sub-criteria?	
Evaluation Criteria – See Section V.A. Also, see Section IV.C.1.g. for EPA-HQ-OCSPP-OPPT-FY2024-001 and Section IV.D.1.g. for EPA-I-HQ-OCSPP-OPPT-FY2024-002.	
1. Technical Approach (Note: There are six sub-criteria – those are abbreviated below. See Section V.A of announcements for complete descriptions).	
a. Does the technical approach present a clear description of the project and how the P2 technical assistance will be delivered to businesses?	
b. Is the technical approach feasible and adequately developed?	
c. Does the project address at least one of the National Emphasis Areas NEA(s) (such as describing the types of facilities to be targeted for technical assistance)?	
d. Does the project present a clear description of the environmental/human health concerns the P2 technical assistance is intended to address?	
e. Does the project narrative address how the grant will emphasize toxics use reduction?	
f. Does the project propose P2 technical assistance project(s) and approaches that are new or not widely used or adopted?	

2. Addressing Environmental Justice Concerns in Disadvantaged Communities	
Does the project include a plan for P2 TA that can address human health and environmental impacts in disadvantaged communities? A plan to identify disadvantaged communities and businesses that are in or adjacent to, or otherwise impacting those communities within each NEA industrial sector? A plan to engage disadvantaged communities in targeting businesses and designing P2 TA projects?	
3. Partnerships	
Does the project include a plan to develop partnerships to strengthen the ability to provide P2 TA to businesses OR demonstrate how the applicant will be able to achieve project objectives without partnerships?	
4. Amplification of P2 Best Practices	
Does the project present a plan to identify audiences to share P2 best practices with, and widely share P2 best practices, lessons learned, and products developed during the grant (e.g., toolkits, assessment checklists, training modules, videos, outreach materials) to encourage project replication?	
5. Reporting Plan Note: There are two sub-criteria – those are abbreviated below. See Section V.A of the announcements for complete descriptions)	
a. Does the project provide a clear strategy for collecting required information on results of projects (outputs and outcomes) and meet or exceed expectations for reporting	
b. Will the project meet the requirements to develop at least one case study and one success story and other materials to document adopted P2 practices?	
6. Programmatic Capability & Environmental Results Past Performance Note: There are three 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 reporting requirements under prior federal and non-federal assistance agreements?	
c. Does your application address your organizational experience and plan for timely and successfully meeting the objectives of the project, including staff expertise?	

7. Timeline	
Does your narrative include all project tasks, milestones, and expected date of completion as well as present a reasonable timeline for executing tasks associated with the project?	
8. Budget Note: There are three sub-criteria – those are abbreviated below. See Section V.A of the announcements for complete descriptions)	
a. Does the budget include procedures and controls to ensure awarded grant funds will be expended in a timely and efficient manner? Does the budget include a description of why budget costs are integral and necessary to carry out the proposed project(s)?	
b. Does the budget itemize estimated costs by budget category?	
c. If applicable, does the budget also include detail on contracts and subawards, program income, and intended use of equipment or supplies?	

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.1.g. for EPA-HQ-OCSPP-OPPT-FY2024-001 and Section IV.D.1.g. for EPA-I-HQ-OCSPP-OPPT-FY2024-002 and Appendix G** 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 for EPA-HQ-OCSPP-OPPT-FY2024-001 and Section IV.D.2. for EPA-I-HQ-OCSPP-OPPT-FY2024-002.	
1. Letters of Support	
2. Staff Resumes	
3. The Climate and Economic Justice Screening Tool (CEJST) Data	
4. Approval Letter (if using alternate means of submission)	
5. Negotiated Indirect Cost Rate Agreement	
Are you ready to submit? If so, follow instructions in **Section IV.A and Appendix G** 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!	