

P2 IJA Communities EJ Grant Reporting Template**Welcome**

Using this workbook will allow you to track all required reporting and outcome elements, automatically tabulate many of your required outputs, and submit your data for sequential annual reporting. Using this workbook will also allow EPA to easily import this information into its P2 Grants Database, which aggregates P2 grant performance information across the country. EPA is planning to make the P2 Grants database widely available through a searchable public website, which will allow other P2 providers and facilities to find demonstrated P2 practices and implemented P2 actions. By using this standardized workbook to report your results, you are helping to ensure that the database contains accurate, complete, and consistent data about P2 practices, which may allow others to replicate your successes. So, thanks!

[Learn more at https://www.epa.gov/p2/grant-reporting](https://www.epa.gov/p2/grant-reporting)

Getting Started

Use the tabs below from left to right. Full instructions appear on each tab:

1. The **Grant Project Data** tab combines data entry and an automatic list. On top is the data entry area for grant/grantee information. Below that is an auto-generated tracking list that will pull in business establishment names you've entered in the numbered business establishment tabs.
2. The **Results Summary** tab automatically aggregates results from data entered in the Partners tab, Outreach Activities tab, and the numbered business establishment tabs.
3. The **Partners** tab is optional and provides a place to enter information about partners who helped strengthen your ability to provide P2 technical assistance to businesses in disadvantaged communities.
4. The **Outreach Activities** tab is for capturing information about outreach activities, including training, webinars, videos, etc.
5. The **Sample Business Establishment** tab serves as an example of how to sufficiently enter project data on the numbered business establishment tabs.
6. The **numbered** tabs are for data entry of business establishment-level data, one business establishment per numbered tab. While providing the business establishment name is optional, it is beneficial to do so because the Grant Project Data tab displays the name provided and associates it with its numbered tab, which will help you later when you need to find the correct tab for updating the status of follow-up, implementation and results achieved at a specific business establishment. This template has 75 numbered tabs for business establishments; please use a new file if you need more tabs.

Calculating Outcomes in the Numbered Tabs

[EPA's P2 calculators are designed to help you measure environmental and economic outcomes from pollution prevention activities.](#)

For help with calculating Metric Tons of Carbon Dioxide Equivalent (MTCO₂e), the required reporting unit for reductions in CO₂ and related greenhouse gases, please use the EPA P2 Greenhouse Gas Calculator. The calculator allows you to calculate your GHG reductions from electricity management, energy substitution (green energy), stationary sources, mobile sources, reduced water use, reduced chemical use, chemical substitution, and solvent remanufacturing. The calculator will also provide associated cost savings for the first five listed above (electricity management, green energy, stationary and mobile sources, and reduced water use).

For help with calculating cost savings, please use the P2 Cost Savings Calculator. This calculator allows you to calculate the annual net cost savings realized from avoiding fees and expenses from buying fewer hazardous inputs, shipping less hazardous waste, emitting fewer regulated air emissions, using less water, sending less wastewater through pre-treatment and treatment works, or buying less fuel or energy. It also allows you to calculate the cost differences of buying greener materials, fuel and energy. Users can use the tool to estimate prospective cost savings.

For help with calculating reductions in hazardous substances, pollutants, and contaminants, please use the P2 Calculator for Reductions in Hazardous Substances, Pollutants and Contaminants. This calculator has been expanded to cover all categories of pollutant and release reductions that EPA tracks and measures, including reductions in hazardous materials used, hazardous wastes, air emissions, water pollutants, and those achieved through solvent remanufacturing. To calculate pounds of water pollution that business establishments reduce, either use the business establishment's permit methodology or multiply wastewater gallons by 8.35 to get pounds and divide by 10,000 to eliminate water content. The calculator also provides fluid hazardous material densities for gallon-to-pound conversions.

Working with Numbered Tabs**When your follow-up confirms a P2 recommendation was implemented...**

- 1 In Column K of the numbered business establishment tab, enter "Y" (indicating, yes, that it was implemented at this business establishment) and in Column L include the date of implementation.
- 2 In Columns C - J, enter updated cost, savings and outcome values. For calculating MTCO₂e, cost savings, and reductions in hazardous substances, pollutants, and contaminants, see the section above on "Calculating Outcomes in the Numbered Tabs."
- 3 In Column N, enter quantity information associated with implementation and the unit used for MTCO₂e conversion (kWh, BTU, etc.; see all units in P2 GHG Calculator).
- 4 In Column R, select "Y" if a case study covers this implemented action.
- 5 Please note: Columns C - J values for a row will tally in a tab's Total row and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has a date implemented.
- 6 If more steps of a recommendation get implemented in a second year, add phase 2 steps in a separate row and complete Columns C - J.

When your follow-up confirms that a P2 recommendation has NOT yet been implemented...

- 1 Enter "N" in column K.
- 2 In Column P, enter "Y" if the business establishment plans to implement the recommendation within the next 5 years.
- 3 In Column Q, if the business establishment has no plans to implement the recommendation and can tell you why, enter the barrier(s) to implementation identified by the business establishment (e.g., high cost, not feasible, a regulatory barrier, etc.).

When cells are highlighted yellow...

- 1 On the numbered business establishment tabs, a cell will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter your response in the appropriate format to remove the highlighting.

EPA Form 9600-055

Last Updated: 9/18/2023

Paperwork Reduction Act Burden Statement

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2070-NEW). Responses to this collection of information are mandatory for certain persons, as specified at 42 U.S.C 13101 and 15 U.S.C.3701. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be approximately 20 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

P2 IJA Communities EJ Grant Reporting Template

How to Use This Tab:	1. Enter Grant/Grantee information in the top section. The Recipient and Project Number information will automatically appear on the other tabs in this workbook. 2. The Business Establishments in the bottom section will be populated automatically as you fill out the numbered business establishment tabs. This list will help you later to find business establishments when updating the status of follow-up, implementation, and results achieved.														
<table border="1" style="width: 100%;"> <tr><td style="width: 30%;">Grant Recipient:</td><td></td></tr> <tr><td>Grant Project Number:</td><td></td></tr> <tr><td>Grant Award Date:</td><td></td></tr> <tr><td>Grantee Contact Name:</td><td></td></tr> <tr><td>Grantee Contact Phone Number:</td><td></td></tr> <tr><td>Grantee Contact E-mail:</td><td></td></tr> <tr><td>Grantee State/Tribe:</td><td></td></tr> </table>		Grant Recipient:		Grant Project Number:		Grant Award Date:		Grantee Contact Name:		Grantee Contact Phone Number:		Grantee Contact E-mail:		Grantee State/Tribe:	
Grant Recipient:															
Grant Project Number:															
Grant Award Date:															
Grantee Contact Name:															
Grantee Contact Phone Number:															
Grantee Contact E-mail:															
Grantee State/Tribe:															

Business Establishment Names on Numbered Tabs <i>(populated automatically)</i>	
Business Establishment 1:	
Business Establishment 2:	
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Business Establishment 5:	
Business Establishment 6:	
Business Establishment 7:	
Business Establishment 8:	
Business Establishment 9:	
Business Establishment 10:	
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P2 IJA Communities EJ Grant Reporting Template

Aggregate of Verified Implemented Results for All Business Establishments

How to Use This Tab:

This **read-only** tab summarizes the aggregate outcomes being achieved in this grant project using information entered on the other tabs in this workbook.

Grant Recipient:

Grant Project Number:

Federal Fiscal Year (Oct. - Sep)	Cost & Savings		Annual Reductions						
	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs)	Water Use (gal.)	GHG Emissions (MTCO2e)	Total lbs <small>Select header for details.</small>
2023	\$0	\$0	0	0	0	0	0	0	0
2024	\$0	\$0	0	0	0	0	0	0	0
2025	\$0	\$0	0	0	0	0	0	0	0
2026	\$0	\$0	0	0	0	0	0	0	0
2027	\$0	\$0	0	0	0	0	0	0	0
2028	\$0	\$0	0	0	0	0	0	0	0

Aggregate of Output Measures for All Business Establishments

Number of partner organizations.

0

Number of outreach activities and informational materials that widely share P2 practices.

0

Number of business establishments reached through outreach activities and informational materials.

0

Number of business establishments provided technical assistance.

0

Percentage of business establishments provided technical assistance that the grantee followed up with (should be 100%) by phone call, visit, letter or email) to determine which P2 practices were implemented.

0%

Percentage of business establishments that implemented at least one new P2 practice as a result of the technical assistance provided by the grantee.

0%

Number of case studies describing specific P2 best practices implemented through the grant.

0

P2 IJJA Communities EJ Grant Reporting Template

How to Use this Tab:

This tab is optional. Enter information about the partners who helped strengthen your ability to provide P2 technical assistance to businesses in disadvantaged communities. The number of partners you entered will be captured automatically on the "Results Summary" tab.

Grant Recipient:

Grant Project Number:

	Name of Partner Organization/Entity <i>(Optional)</i>	Organization Type <i>(Optional. Use dropdown)</i>	Partnership Description <i>(Optional)</i>	Point of Contact Name <i>(Optional)</i>	Point of Contact Email <i>(Optional)</i>	Point of Contact Phone <i>(Optional)</i>
	(Ex: Northeast Metal Finishers Association)	Trade Association	NMFA provided details about the companies they represent & distributed materials created under this grant.	John Doe	john.doe@nmfa.org	(212) 555-1212
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P2 IJA Communities EJ Grant Reporting Template

How to Use this Tab:

Use this tab to report on outreach activities, including training, webinars, videos, or other outreach.

1. List the title of each activity and identify the type of activity using the dropdown provided.
2. Enter the date of the event, if applicable. Include just the first day for multi-day events.
3. Provide information on the topics covered and number of business established in attendance/reached.
4. If applicable, include a link to online content or attach the content created to the report submission.

The five sample records may be used as a guide.

Grant Recipient:

Grant Project Number:

Outreach Activity Name	Activity Type (use dropdown provided)	Activity Date (if applicable)	Informative Description of Activity and Topics Covered	# of Business Establishments in Attendance / Reached	Materials Developed If online content was developed, provide a link for EPA to view, download and share. Otherwise, include attachments with your report submission and supply the file name(s) here or a description of file(s).
(Ex: Part Cleaning Training 101)	Training	9/1/2022	Recruited metal finishing representatives from facilities across Iowa to participate in a one-hour introductory training on alternative chemicals and products for various working applications	12	http://SampleRecipient.com/trainingslides
(Ex: Reduce Drag Out Webinar)	Webinar	9/7/2022	Designed and hosted a one-hour webinar and marketed it to metal finishing line workers, supervisors, and process engineers. Topics covered included: timing drag out, tank design, use of extra rinse tanks, adding counterflow, and tank cover options.	40	http://SampleRecipient.com/webinarvideo
(Ex: Outreach Drag Out Video Series for Social Media)	Video	12/4/2022	Interns worked with grantees that had implemented successful projects in the past to develop short video testimonials designed for sharing on social media including YouTube, Facebook, Instagram, and TikTok. Reach is tracked by views.	4,000	http://youtube.com/watch?v=4T1XMuoQnKo
(Ex: Metal Finishing Shops Shine with P2 factsheet)	Outreach Document	n/a	Updated existing fact sheet to include financial, environmental, and health and safety benefits associated with improved metal finishing procedures. Includes recent success stories and testimonials from business owners in Iowa.	1,000	http://SampleRecipient.com/factsheet
(Ex: Demonstration of Water-Based Industrial Cleaner)	Outreach Demonstration	11/17/2022	Demonstration of feasible water-based alternative to perchloroethylene for parts cleaning system at FineTune Metal Works facility	15	Demonstration agenda attached
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	Outreach Activity Name	Activity Type <i>(use dropdown provided)</i>	Activity Date <i>(if applicable)</i>	Informative Description of Activity and Topics Covered	# of Business Establishments in Attendance / Reached	Materials Developed
						If online content was developed, provide a link for EPA to view, download and share. Otherwise, include attachments with your report submission and supply the file name(s) here or a description of file(s).
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P2 IHA Communities EJ Grant: Business Establishment 13

How to Use this Tab:

1. Enter Business Establishment Information in rows 11-20, noting that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Under P2 Actions and Outcomes, enter each P2 recommendation provided as part of the technical assistance. You may enter initial estimates of costs, annual savings and annual reductions.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the date(s) of follow up.
4. When your follow-up confirms a P2 recommendation was implemented, enter "Y" in Column K and select a date implemented in Column L. Update any preliminary estimates based on the actual implementation at the business establishment. (Important: The values in columns C - J will tally in this tab's Total rows and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has an implementation date selected.)
5. Additionally, enter implementation details in column N. See "Working with Numbered Tabs" on the "Getting Started" tab for more details.
6. On this tab, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Grant Information

The information in the two cells below is populated automatically from Grant Project Data tab.

Grant Recipient:

Grant Project Number:

Business Establishment Information

Note: If copy-pasting into merged cells below, click this header for help text.

Business Establishment Name

EPA Facility ID Number (optional) [Facility ID Lookup \(website\)](#)

Business Establishment Contact (optional)

Business Establishment City and State (optional)

Business Establishment NAICS Code (3 to 4 digits) [NAICS Search \(website\)](#)

Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)

How do the recommended P2 actions identified below benefit disadvantaged communities?

Outreach Activity (optional)
List each P2 recommendation provided to the business establishment on a separate line. Indicate the activity by choosing it from the drop-down provided.

Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)

Date(s) of Follow-up (mm/dd/yyyy)

P2 Actions and Outcomes

You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). If the recommendation was implemented (as reflected in column L), the cost, annual savings and annual reductions must be updated based on the actual implementation at the business establishment.

	Cost & Savings		Annual Reductions Targeting Disadvantaged Communities							Implementation Details				If Not Implemented:	
Informative Description of Recommended P2 Actions	One-time Cost to Implement (\$)	Annual Savings from P2 Actions (\$)	Hazardous Material Tons (Bt)	Hazardous Waste (Bt)	Air Emissions (Bt)	Water Pollution (Bt) Select header for help	Water Use (gal-d)	GHG Emissions (MTCO2e) Select header for help	Recommendation Implemented? (Y or N) Select header for help	Date Implemented (mm-dd-yyyy) Select header for help	Federal Fiscal Year (auto calculated)	Implementation Information. Include updated quantity information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions. For GHG emissions, note original units that were converted to MTCO2e (e.g., kWh)	Description of Funding Mechanism (optional). EPA is exploring ways to facilitate access to:	Plan to within 5 years? (Y or N)	Barriers to Implementation (optional). Please describe any barriers to implementation (e.g., cost, long payback period, low priority) of the recommended action

P2 IHA Communities EJ Grant: Business Establishment 14

How to Use this Tab:

1. Enter Business Establishment Information in rows 11-20, noting that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Under P2 Actions and Outcomes, enter each P2 recommendation provided as part of the technical assistance. You may enter initial estimates of costs, annual savings and annual reductions.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the date(s) of follow up.
4. When your follow-up confirms a P2 recommendation was implemented, enter "Y" in Column K and select a date implemented in Column L. Update any preliminary estimates based on the actual implementation at the business establishment. (Important: The values in columns C - J will tally in this tab's Total rows and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has an implementation date selected.)
5. Additionally, enter implementation details in column N. See "Working with Numbered Tabs" on the "Getting Started" tab for more details.
6. On this tab, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Grant Information

The information in the two cells below is populated automatically from Grant Project Data tab.

Grant Recipient:

Grant Project Number:

Business Establishment Information

Note: If copy-pasting into merged cells below, click this header for help text.

Business Establishment Name

EPA Facility ID Number (optional) [Facility ID Lookup \(website\)](#)

Business Establishment Contact (optional)

Business Establishment City and State (optional)

Business Establishment NAICS Code (3 to 4 digits) [NAICS Search \(website\)](#)

Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)

How do the recommended P2 actions identified below benefit disadvantaged communities?

Outreach Activity (optional)
List each P2 recommendation provided to the business establishment on a separate line. Indicate the activity by choosing it from the drop-down provided.

Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)

Date(s) of Follow-up (mm/dd/yyyy)

P2 Actions and Outcomes

You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). If the recommendation was implemented (as reflected in column L), the cost, annual savings and annual reductions must be updated based on the actual implementation at the business establishment.

Implementation Details														If Not Implemented:	
Informative Description of Recommended P2 Actions	Cost & Savings		Annual Reductions Targeting Disadvantaged Communities						Recommendation Implemented? (Y or N) Select header for help	Date Implemented (mm/dd/yyyy) Select header for help	Federal Fiscal Year (enter calendar)	Implementation Information. Include updated quantity information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions. For GHG emissions, note original units that were converted to MTCO2e (e.g., kWh)	Description of Funding Mechanism (optional). EPA is exploring ways to facilitate access to:	Plan to within 5 years? (Y or N)	Barriers to Implementation (optional). Please describe any barriers to implementation (e.g., cost, long payback period, low priority) of the recommended action.
	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs) Select header for help	Water Use (gal.) Select header for help	GHG Emissions (MTCO2e) Select header for help							
											</				

P2 IIA Communities EJ Grant: Business Establishment 30

How to Use this Tab:

1. Enter Business Establishment Information in rows 11-20, noting that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Under P2 Actions and Outcomes, enter each P2 recommendation provided as part of the technical assistance. You may enter initial estimates of costs, annual savings and annual reductions.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the date(s) of follow up.
4. When your follow-up confirms a P2 recommendation was implemented, enter "Y" in Column K and select a date implemented in Column L. Update any preliminary estimates based on the actual implementation at the business establishment. (Important: The values in columns C - J will tally in this tab's Total rows and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has an implementation date selected.)
5. Additionally, enter implementation details in column N. See "Working with Numbered Tabs" on the "Getting Started" tab for more details.
6. On this tab, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Grant Information

The information in the two cells below is populated automatically from Grant Project Data tab.

Grant Recipient:

Grant Project Number:

Business Establishment Information

Note: If copy-pasting into merged cells below, click this header for help text.

Business Establishment Name

EPA Facility ID Number (optional) Facility ID Lookup (website)

Business Establishment Contact (optional)

Business Establishment City and State (optional)

Business Establishment NAICS Code (3 to 4 digits) NAICS Search (website)

Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)

How do the recommended P2 actions identified below benefit disadvantaged communities?

Outreach Activity (optional)
List each P2 recommendation provided to the business establishment on a separate line. Indicate the activity by choosing it from the drop-down provided.

Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)

Date(s) of Follow-up (mm/dd/yyyy)

P2 Actions and Outcomes

You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). If the recommendation was implemented (as reflected in column L), the cost, annual savings and annual reductions must be updated based on the actual implementation at the business establishment.

	Cost & Savings		Annual Reductions Targeting Disadvantaged Communities							Implementation Details				If Not Implemented:	
Informative Description of Recommended P2 Actions	One-time Cost to Implement (\$)	Annual Savings from P2 Actions (\$)	Hazardous Material Tons (Bt)	Hazardous Waste (Bt)	Air Emissions (Bt)	Water Pollution (Bt) Select header for help	Water Use (gal-d)	GHG Emissions (MTCO2e) Select header for help	Recommendation Implemented? (Y or N) Select header for help	Date Implemented (mm-dd-yyyy) Select header for help	Federal Fiscal Year (auto calculated)	Implementation Information. Include updated quantity information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions. For GHG emissions, note original units that were converted to MTCO2e (e.g., kWh)	Description of Funding Mechanism (optional). EPA is exploring ways to facilitate access to:	Plan to within 5 years? (Y or N)	Barriers to Implementation (optional). Please describe any barriers to implementation (e.g., cost, long payback period, low priority) of the recommended action

P2 IIA Communities EJ Grant: Business Establishment 33

How to Use this Tab:

1. Enter Business Establishment Information in rows 11-20, noting that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Under P2 Actions and Outcomes, enter each P2 recommendation provided as part of the technical assistance. You may enter initial estimates of costs, annual savings and annual reductions.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the date(s) of follow up.
4. When your follow-up confirms a P2 recommendation was implemented, enter "Y" in Column K and select a date implemented in Column L. Update any preliminary estimates based on the actual implementation at the business establishment. (Important: The values in columns C - J will tally in this tab's Total rows and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has an implementation date selected.)
5. Additionally, enter implementation details in column N. See "Working with Numbered Tabs" on the "Getting Started" tab for more details.
6. On this tab, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Grant Information

The information in the two cells below is populated automatically from Grant Project Data tab.

Grant Recipient:

Grant Project Number:

Business Establishment Information

Note: If copy-pasting into merged cells below, click this header for help text.

Business Establishment Name

EPA Facility ID Number (optional) [Facility ID Lookup \(website\)](#)

Business Establishment Contact (optional)

Business Establishment City and State (optional)

Business Establishment NAICS Code (3 to 4 digits) [NAICS Search \(website\)](#)

Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)

How do the recommended P2 actions identified below benefit disadvantaged communities?

Outreach Activity (optional)
List each P2 recommendation provided to the business establishment on a separate line. Indicate the activity by choosing it from the drop-down provided.

Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)

Date(s) of Follow-up (mm/dd/yyyy)

P2 Actions and Outcomes

You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). If the recommendation was implemented (as reflected in column L), the cost, annual savings and annual reductions must be updated based on the actual implementation at the business establishment.

Informative Description of Recommended P2 Actions	Cost & Savings		Annual Reductions Targeting Disadvantaged Communities						Implementation Details				If Not Implemented:		
	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs) Select header for help	Water Use (gal.) Select header for help	GHG Emissions (MTCO2e) Select header for help	Recommendation Implemented? (Y or N) Select header for help	Date Implemented (mm/dd/yyyy) Select header for help	Federal Fiscal Year (enter calendar)	Implementation Information. Include updated quantity information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions. For GHG emissions, note original units that were converted to MTCO2e (e.g., kWh)	Description of Funding Mechanism (optional). EPA is exploring ways to facilitate access to	Plan to within 5 years? (Y or N)	Barriers to Implementation (optional). Please describe any barriers to implementation (e.g., cost, long payback period, low priority) of the recommended action

1. Enter Business Establishment Information in rows 11-20; enter rows 12-14 as optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.

2. Refer to **2 Actions and Outcomes**, enter each **2** recommendation provided as part of the technical assistance. You may enter initial estimates of costs, annual savings and annual revenue.

3. Once you have followed up with each **2** recommendation to learn which **2** recommendations it has implemented, enter in row 20 the date of follow up.

4. Refer to **3 Results**, enter the results of the follow-up in column K and select a date implemented in column L. Update any estimates based on the actual implementation of the business establishment. (Important: The values in column K - I will tally in this tab's Total rows and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has an implementation date selected.)

5. Enter the follow-up details in column M, such as "Working with Numbered Tab 3" on the "Getting Started" tab for more details.

6. On tab 3s, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Business Establishment Information		Note: If copy-pasting into merged cells below, click this header for help text.			
Business Establishment Name					
EPA Facility ID Number (optional)/Facility ID Lookup (website)					
Business Establishment Contact (optional)					
Business Establishment City and State (optional)					
Business Establishment NAICS Code (2 to 6 digit)/NAICS Search (website)					
<p>Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)</p>					
<p>How do the recommended P2 actions identified below benefit disadvantaged communities?</p>					
<p>Outreach Activity (optional)</p> <p>If you made contact with the business establishment through an activity noted on the "Outreach Activities" tab, indicate the activity by choosing it from the drop-down provided.</p>					
<p>Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)</p>					
<p>Date(s) of Follow-up (mm/dd/yyyy)</p>					

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P2 IHA Communities EJ Grant: Business Establishment 51

How to Use this Tab:

1. Enter Business Establishment Information in rows 11-20, noting that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Under P2 Actions and Outcomes, enter each P2 recommendation provided as part of the technical assistance. You may enter initial estimates of costs, annual savings and annual reductions.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the date(s) of follow up.
4. When your follow-up confirms a P2 recommendation was implemented, enter "Y" in Column K and select a date implemented in Column L. Update any preliminary estimates based on the actual implementation at the business establishment. (Important: The values in columns C - J will tally in this tab's Total rows and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has an implementation date selected.)
5. Additionally, enter implementation details in column N. See "Working with Numbered Tabs" on the "Getting Started" tab for more details.
6. On this tab, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Grant Information

The information in the two cells below is populated automatically from Grant Project Data tab.

Grant Recipient:

Grant Project Number:

Business Establishment Information

Note: If copy-pasting into merged cells below, click this header for help text.

Business Establishment Name

EPA Facility ID Number (optional) [Facility ID Lookup \(website\)](#)

Business Establishment Contact (optional)

Business Establishment City and State (optional)

Business Establishment NAICS Code (3 to 4 digits) [NAICS Search \(website\)](#)

Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)

How do the recommended P2 actions identified below benefit disadvantaged communities?

Outreach Activity (optional)
List each P2 recommendation provided to the business establishment on a separate line. Indicate the activity by choosing it from the drop-down provided.

Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)

Date(s) of Follow-up (mm/dd/yyyy)

P2 Actions and Outcomes

You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). If the recommendation was implemented (as reflected in column L), the cost, annual savings and annual reductions must be updated based on the actual implementation at the business establishment.

Informative Description of Recommended P2 Actions	Cost & Savings		Annual Reductions Targeting Disadvantaged Communities							Implementation Details				If Not Implemented:	
	One-time Cost to Implement (\$)	Annual Savings From P2 Actions (\$)	Hazardous Material Input (lb)	Hazardous Waste (lb)	Air Emissions (lb)	Water Pollution (lb)	Water Use (gal)	GHG Emissions (MTCO2e)	Recommendation Implemented? (Y or N)	Data Implemented (mm/dd/yyyy)	Federal Fiscal Year (auto-calculated)	Implementation Information. Include updated quantity information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions. For GHG emissions, note original units that were converted to MTCO2e (e.g., kWh).	Description of Funding Mechanism (optional). EPA is exploring ways to facilitate access to:	Plan to within 5 years? (Y or N)	Barriers to Implementation (optional). Please describe any barriers to implementation (e.g., cost, long payback period, low priority) of the recommended action.
												</			

P2 IHA Communities EJ Grant: Business Establishment 53

How to Use this Tab:

1. Enter Business Establishment Information in rows 11-20, noting that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Under P2 Actions and Outcomes, enter each P2 recommendation provided as part of the technical assistance. You may enter initial estimates of costs, annual savings and annual reductions.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the date(s) of follow up.
4. When your follow-up confirms a P2 recommendation was implemented, enter "Y" in Column K and select a date implemented in Column L. Update any preliminary estimates based on the actual implementation at the business establishment. (Important: The values in columns C - J will tally in this tab's Total rows and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has an implementation date selected.)
5. Additionally, enter implementation details in column N. See "Working with Numbered Tabs" on the "Getting Started" tab for more details.
6. On this tab, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Grant Information

The information in the two cells below is populated automatically from Grant Project Data tab.

Grant Recipient:

Grant Project Number:

Business Establishment Information

Note: If copy-pasting into merged cells below, click this header for help text.

Business Establishment Name

EPA Facility ID Number (optional) [Facility ID Lookup \(website\)](#)

Business Establishment Contact (optional)

Business Establishment City and State (optional)

Business Establishment NAICS Code (3 to 4 digits) [NAICS Search \(website\)](#)

Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)

How do the recommended P2 actions identified below benefit disadvantaged communities?

Outreach Activity (optional)
List each P2 recommendation provided to the business establishment on a separate line. Indicate the activity by choosing it from the drop-down provided.

Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)

Date(s) of Follow-up (mm/dd/yyyy)

P2 Actions and Outcomes

You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). If the recommendation was implemented (as reflected in column L), the cost, annual savings and annual reductions must be updated based on the actual implementation at the business establishment.

Informative Description of Recommended P2 Actions	Cost & Savings		Annual Reductions Targeting Disadvantaged Communities							Implementation Details				If Not Implemented:	
	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs) <small>Select header for help</small>	Water Use (gal.) <small>Select header for help</small>	GHG Emissions (MTCO2e) <small>Select header for help</small>	Recommendation Implemented? (Y or N) <small>Select header for help</small>	Data Implemented (month/year) <small>Select header for help</small>	Federal Fiscal Year (date calculated)	Implementation Information. Include updated quantity information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions. For GHG emissions, note original units that were converted to MTCO2e (e.g., kWh).	Description of Funding Mechanism (optional). EPA is exploring ways to facilitate access to	Plan to within 5 years? (Y or N)	Barriers to Implementation (optional): Please describe any barriers to implementation (e.g., cost, long payback period, low priority) of the recommended action.

P2 IIA Communities EJ Grant: Business Establishment 55

How to Use this Tab:

1. Enter Business Establishment Information in rows 11-20, noting that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Under P2 Actions and Outcomes, enter each P2 recommendation provided as part of the technical assistance. You may enter initial estimates of costs, annual savings and annual reductions.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the date(s) of follow up.
4. When your follow-up confirms a P2 recommendation was implemented, enter "Y" in Column K and select a date implemented in Column L. Update any preliminary estimates based on the actual implementation at the business establishment. (Important: The values in columns C - J will tally in this tab's Total rows and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has an implementation date selected.)
5. Additionally, enter implementation details in column N. See "Working with Numbered Tabs" on the "Getting Started" tab for more details.
6. On this tab, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Grant Information

The information in the two cells below is populated automatically from Grant Project Data tab.

Grant Recipient:

Grant Project Number:

Business Establishment Information

Note: If copy-pasting into merged cells below, click this header for help text.

Business Establishment Name

EPA Facility ID Number (optional) [Facility ID Lookup \(website\)](#)

Business Establishment Contact (optional)

Business Establishment City and State (optional)

Business Establishment NAICS Code (3 to 4 digits) [NAICS Search \(website\)](#)

Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)

How do the recommended P2 actions identified below benefit disadvantaged communities?

Outreach Activity (optional)
List each P2 recommendation provided to the business establishment on a separate line. Indicate the activity by choosing it from the drop-down provided.

Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)

Date(s) of Follow-up (mm/dd/yyyy)

P2 Actions and Outcomes

You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). If the recommendation was implemented (as reflected in column L), the cost, annual savings and annual reductions must be updated based on the actual implementation at the business establishment.

Implementation Details														If Not Implemented:	
Implementation Information. Include updated quantity information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions. For GHG emissions, note original units that were converted to MTCE2E (e.g., kWh).														Plan to within 5 years? (Y or N)	Barriers to Implementation (optional). Please describe any barriers to implementation (e.g., cost, long payback period, low priority) of the recommended action.
Description of Funding Mechanism (optional). EPA is exploring ways to facilitate access to:															
TOTAL IMPLEMENTED															

1. Enter Business Establishment Information in rows 11-20, noting that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Enter the P2 Actions and Outcomes, enter each P2 recommendation provided for one of the technical assistance. You may enter initial estimates of costs, annual savings and annual revenue.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the details of follow-up.
4. Enter the P2 Actions and Outcomes, enter each P2 recommendation it has implemented, enter in row 20 the details of follow-up. Update the P2 Outcomes and P2 Results estimates based on the actual implementation of the business establishment. (Important: The values in Column K - I will tally in this Tab's Total rows and in the Results Summary tab only if you have a follow-up date. Column K has a "Y" and Column L has an implementation date selected.)
5. For more details in column N, see "Working with Numbered Tabs on the 'Getting Started' Tab" for more details.
6. On tab 3, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Business Establishment Information		Note: If copy-pasting into merged cells below, click this header for help text.	
Business Establishment Name			
EPA Facility ID Number (optional)/Facility ID Lookup (web/bic)			
Business Establishment Contact (optional)			
Business Establishment City and State (optional)			
Business Establishment NAICS Code (3 to 6 digits) NAICS Search (web)			
Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)			
How do the recommended P2 actions identified below benefit disadvantaged communities?			
Outreach Activity (optional) If you made contact with the business establishment through an activity noted on the "Outreach Activities" tab, indicate the activity by choosing it from the drop-down provided.			
Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)			
Date(s) of Follow-up (mm/dd/yyyy)			

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P2 IHA Communities EJ Grant: Business Establishment 61

How to Use this Tab:

1. Enter Business Establishment Information in rows 11-20, noting that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Under P2 Actions and Outcomes, enter each P2 recommendation provided as part of the technical assistance. You may enter initial estimates of costs, annual savings and annual reductions.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the date(s) of follow up.
4. When your follow-up confirms a P2 recommendation was implemented, enter "Y" in Column K and select a date implemented in Column L. Update any preliminary estimates based on the actual implementation at the business establishment. (Important: The values in columns C - J will tally in this tab's Total rows and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has an implementation date selected.)
5. Additionally, enter implementation details in column N. See "Working with Numbered Tabs" on the "Getting Started" tab for more details.
6. On this tab, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Grant Information

The information in the two cells below is populated automatically from Grant Project Data tab.

Grant Recipient:

Grant Project Number:

Business Establishment Information

Note: If copy-pasting into merged cells below, click this header for help text.

Business Establishment Name

EPA Facility ID Number (optional) Facility ID Lookup (website)

Business Establishment Contact (optional)

Business Establishment City and State (optional)

Business Establishment NAICS Code (3 to 4 digits) NAICS Search (website)

Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)

How do the recommended P2 actions identified below benefit disadvantaged communities?

Outreach Activity (optional)
List each P2 recommendation provided to the business establishment on a separate line. Indicate the activity by choosing it from the drop-down provided.

Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)

Date(s) of Follow-up (mm/dd/yyyy)

P2 Actions and Outcomes

You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). If the recommendation was implemented (as reflected in column L), the cost, annual savings and annual reductions must be updated based on the actual implementation at the business establishment.

Informative Description of Recommended P2 Actions	Cost & Savings		Annual Reductions Targeting Disadvantaged Communities						Implementation Details				If Not Implemented:		
	One-time Cost to Implement (\$)	Annual Savings from P2 Action (\$)	Hazardous Material Input (lbs)	Hazardous Waste (lbs)	Air Emissions (lbs)	Water Pollution (lbs) Select header for help	Water Use (gal.) Select header for help	GHG Emissions (MTCO2e) Select header for help	Recommendation Implemented? (Y or N) Select header for help	Date Implemented (mm/dd/yyyy) Select header for help	Federal Fiscal Year (optional column)	Implementation Information. Include updated quantity information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions. For GHG emissions, note original units that were converted to MTCO2e (e.g., kWh).	Description of Funding Mechanism (optional). EPA is exploring ways to facilitate access to:	Plan to within 5 years? (Y or N)	Barriers to Implementation (optional). Please describe any barriers to implementation (e.g., cost, long payback period, low priority) of the recommended action.

1. Enter Business Establishment Information (lines 11-20). Note that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Under P2 Actions and Outcomes, enter each P2 recommendation provided as part of the technical assistance. You may enter initial estimates of annual savings and annual reductions.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the date(s) of follow up.
4. When your follow-up confirms a "P2 recommendation was implemented," enter "Y" in Column k and select a date implemented in Column l. Update any preliminary estimates based on the results of the follow-up. If the business establishment is not a P2 participant, enter "N" in Column k and "I" in Column l. "I" will tally in the Total row and the Results Summary tab. If you do not have a follow-up date, Column h (Year), and Column i (has an implementation date selected) will be blank.
5. Enter the business establishment's name in the "Working with Numbers" tab on the "Getting Started" tab for more details.
6. On this tab, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Business Establishment Information		Note: If copy-pasting into merged cells below, click this header for help text.	
Business Establishment Name			
EPA Facility ID Number (optional) / Facility ID Lookup (website)			
Business Establishment Contact (optional)			
Business Establishment City and State (optional)			
Business Establishment NAICS Code (3 to 6 digits) / NAICS Search (website)			
Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)			
How do the recommended P2 actions identified below benefit disadvantaged communities?			
Outreach Activity (optional) If you made contact with the business establishment through an activity noted on the "Outreach Activities" tab, indicate the activity by choosing it from the drop-down provided:			
Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)			
Date(s) of Follow-up (mm/dd/yyyy)			

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P2 IHA Communities EJ Grant: Business Establishment 75

How to Use this Tab:

1. Enter Business Establishment Information in rows 11-20, noting that rows 12-14 are optional. For the Business Establishment Name, if you do not wish to disclose the actual name, enter a meaningful proxy so that you will be able to find it when entering follow-up information.
2. Under P2 Actions and Outcomes, enter each P2 recommendation provided as part of the technical assistance. You may enter initial estimates of costs, annual savings and annual reductions.
3. Once you have followed up with the business establishment to learn which P2 recommendations it has implemented, enter in row 20 the date(s) of follow up.
4. When your follow-up confirms a P2 recommendation was implemented, enter "Y" in Column K and select a date implemented in Column L. Update any preliminary estimates based on the actual implementation at the business establishment. (Important: The values in columns C - J will tally in this tab's Total rows and in the Results Summary tab only if row 20 has a follow-up date, Column K has a "Y", and Column L has an implementation date selected.)
5. Additionally, enter implementation details in column N. See "Working with Numbered Tabs" on the "Getting Started" tab for more details.
6. On this tab, cells will be highlighted yellow if your response is different than the expected input type (e.g., letters instead of numbers). Re-enter the information in the appropriate format to remove the highlighting.

Grant Information

The information in the two cells below is populated automatically from Grant Project Data tab.

Grant Recipient:

Grant Project Number:

Business Establishment Information

Note: If copy-pasting into merged cells below, click this header for help text.

Business Establishment Name

EPA Facility ID Number (optional) [Facility ID Lookup \(website\)](#)

Business Establishment Contact (optional)

Business Establishment City and State (optional)

Business Establishment NAICS Code (3 to 4 digits) [NAICS Search \(website\)](#)

Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)

How do the recommended P2 actions identified below benefit disadvantaged communities?

Outreach Activity (optional)
List each P2 recommendation provided to the business establishment on a separate line. Indicate the activity by choosing it from the drop-down provided.

Date P2 Recommendations Provided to Business Establishment (mm/dd/yyyy)

Date(s) of Follow-up (mm/dd/yyyy)

P2 Actions and Outcomes

You may enter preliminary estimates of costs, annual savings and annual reductions for each Recommended P2 Action (not required). If the recommendation was implemented (as reflected in column L), the cost, annual savings and annual reductions must be updated based on the actual implementation at the business establishment.

Informative Description of Recommended P2 Actions	Cost & Savings		Annual Reductions Targeting Disadvantaged Communities							Implementation Details				If Not Implemented:	
	One-time Cost to Implement (\$)	Annual Savings from P2 Actions (\$)	Hazardous Material Tons (Bt)	Hazardous Waste (Bt)	Air Emissions (Bt)	Water Pollution (Bt) Select header for help	Water Use (gal.)	GHG Emissions (MTCOE) Select header for help	Recommendation Implemented? (Y or N) Select header for help	Date Implemented (mm-dd-yyyy) Select header for help	Federal Fiscal Year (auto calculated)	Implementation Information. Include updated quantity information, e.g., # LEDs, # solar panels, that relates to cost, annual savings and annual reductions. For GHG emissions, note original units that were converted to MTCOE (e.g., kWh)	Description of Funding Mechanism (optional). EPA is exploring ways to facilitate access to	Plan to within 5 years? (Y or N)	Barriers to Implementation (optional). Please describe any barriers to implementation (e.g., cost, long payback period, low priority) of the recommended action
									</						