OMB Control No. 2070-NEW

	Expiration Date: xx/xx/xx
2 IIJA Products I	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
	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.
Getting Started	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.

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 IIJA Products EJ Grant Reporting Template

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How to Use This Tab:	 Enter Grant/Grantee information in the top section. The Recipient and Project Number information will automatically appear on the other tabs in this workbook. 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.
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 (populated automatically)
Business Establishment 1:	
Business Establishment 2:	
Business Establishment 3: Business Establishment 4:	
Business Establishment 4: Business Establishment 5:	
Business Establishment 6:	
Business Establishment 7:	
Business Establishment 8:	
Business Establishment 9:	
Business Establishment 10:	
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Business Establishment 75:	

P2 IIJA Products EJ Grant Reporting Template

How t	to Use this Tab:	This read-only ta entered on the o	ab summarizes the a other tabs in this wo	aggregate outcome rkbook.	s being achieved in th	iis grant project usinį	; information								
Gran	Grant Recipient: Grant Project Number:														
erui	Orall Project Number: Sales / Marketing Purchased/Used														
Federal Fiscal Year (Oct 1 Sep 30)	Total Number of Products Reformulated / Redesigned	Total Number of Products Newly Certified (or in Process)	Total Increase in Number of Products Offered for Sale	Actions Including New Advertising or Outreach	Total Increase in Number of Products Sold	Total Increase in Shelf Space (linear feet)	Actions Including New Advertising, Outreach, or Signage	Increase in Sales Volume (units)	Increase in Sales Volume (dollars)	Total Number of Products Adopted for Use in Operations and Maintenance	Actions Including Adoption of Green Purchasing Programs				
2023	0	0	0	0	0	0	0	0	\$0	0	(
2024	0	0	0	0	0	0	0	0	\$0	0	(
2025	0	0	0	0	0	0	0	0	\$0	0	(
2026	0	0	0	0	0	0	0	0	\$0	0	(
2027	0	0	0	0	0	0	0	0	\$0	0	(
2028	0	0	0	0	0	0	0	0	\$0	0					

Additional Aggregate Output Measures	
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 IIJA Products 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 (Optional)	Organization Type (Optional. Use dropdown)	Partnership Description (Optional)	Point of Contact Name (Optional)	Point of Contact Email (Optional)	Point of Contact Phone (Optional)
(Ex: Household & Commercial Products Association)	Trade Association	HCPA provided details about the companies they represent & distributed materials created under this grant.	John Doe	john.doe@hcpa.org	(212) 555-1212

			107517000		
P2 IIJA Products EJ Grant Reporting Template					
How to Use this Tab:	1. List the title of each ac 2. Enter the date of the e 3. Provide information or	tivity and identify the event, if applicable. Inc n the topics covered a link to online content	uding training, webinars, videos, or other outreach. type of activity using the dropdown provided. lude just the first day for multi-day events. d number of business established in attendance/reached. or attach the content created to the report submission.		
Grant Recipient:]
Grant Project Number:					
,					
Outreach Activity Name	Activity Type (use dropdown provided)	# 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: How to Find Safer Cleaners)	Training	9/1/2023	Training for janitorial staff on how to find Ecolabel cleaners using online tools	12	Training slide deck attached
(Ex: Green Cleaning Webinar)	Webinar	9/7/2023	How to apply green cleaning methods and use Ecolabel products at businesses for similar costs and with reduced risks to customers	40	http://stateagency/webinars
(Ex: Cleaners Go Green with P2 factsheet)	Outreach Document	n/a	Brief factsheet on how janitorial staff can go green using Safer Choice products, showcasing real-world examples	1,000	http://stateagency/factsheets
(Ex: Demonstration of Safer Choice Products)	Outreach Demonstration	11/17/2022	Demonstrate effectiveness of a suite of Safer Choice certified products to janitorial contractors for the Des Moines school system	15	None
(Ex: Instagram post about Demonstration of Safer Choice Products)	Social Media Content	11/19/2022	Posted photo of demonstration on Instagram with a link to recorded video from the event	4,000	instagram.com/p/CthEkNeg
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Grant Recipient:	Sample Recipient
Grant Project Number:	12345678
lusiness Establishment Information	
	Note: If copy-pasting into merged cells below, click this header for help text.
Business Establishment Name	Riverview Cleaning & Supplies, Inc.
Business Establishment Contact (optional)	Joe Swiffer
Business Establishment City (optional)	Riverview
Business Establishment State (2-letter abbreviation)	A .
NAICS Code (3 to 6 disits) NAICS Search (website)	561720
Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yez / No / Unknown)	Yes
How do the recommended P2 actions identified below benefit disadvantaged communities?	By using safer clearing products, the clearing staff will have a safer and healthier work environment and indec ar policition will be reduced for disadvastaged community members who are inhabiling the spaces. By eleminating ammonia found in traditional cleaners, the risk for respiratory and skin initiation is reduced.
Date(s) of Follow-up (mm/dd/yyyy)	05/01/2024
Outreach Activity (optional) If you made contact with the business establishment through an activity obed on the "Outreach Activities" tab, indicate the activity by choosing it from the drop-down provided:	Green Cleaning Webinar
escription of Funding Mechanism (optional/EPA is exploring warn to f	Elverview Gleaning & Sopplies, Inc. is under new management and made a commitment to dedicate resources, including staff time and overhead dollars, to increase their green profile.
Description of Barriers to Implementation (optional) there were recommended actions that this business establishment did not implement, please describe any burriers to implementation (s.g., cert, lang payback period, low priority).	The only barrier to implementation encountered to date was understanding the certification process and getting the process started, blowwere, once the EVA materials were reviewed at https://www.spagovia/erchickio/starte.gets-ater-chicke-label-your-product and a centract was entered with third-party reviewer, the process was underway.
Description of Planned P2 Actions Within 5 Years (optional) If the business establishment intends to implement additional actions within the next 5 years, please describe them here.	Following certification of its new bathroom cleaner, Biverview intends to pursue certification for its new al- purpose cleaner and floor cleaner. They will also evaluate reformulation of additional products based on the results of these efforts.

P2 Actions and Outcomes	(NOTE: This example ha	is been constructed to demonstrate how e	ach of the types of projec	ts might be entered; it	t is unlikely the	at one business establish	ment will be conduc	ting each of th																		
							Manufacturer Distributor/Retailer										tetailer				Purchaser/Use		4			
Scroll right to see all columns (cols. 8 through A8) →							Production			Certification	-	Marketing			Marketing			Sales					Parciality/out		4	
Informative Description of P2 Action Implemented	Role	Product Description	Name of Ecolabel or Standard (If applicable)	Date implemented (mm/dd/yyys) Click header for help tox	Federal Fiscal Year (auto- colculoted)	Number of Products Reformulated / Redesigned Click header for help text	Increase in Annual Production Volum	I Unit of Measure	Projected / Actual	Number of Products Newly Certified or In Process Click header for help text	Certification Status	Increase in Number of Products Offered for Sale Click header for help text	New Advertising o Outreach?	Increase in Number of Products Sold Click header for help text	Increase in Shelf Space (linear feet)	New Advertising, Outreach, or Signage?	Sales Volume (units or \$)	al Unit of Measur		Number of Products Adopted fo Use in Operations and Maintenance Click header for help text	Annual Volume of Products Adopted	Unit of Measure (e.g., number, 10, ft., gallons)	Adoption of Green Purchasing Program?	a Description of the Green Purchasing Program	Case Study Developed? (Y or N)	Link to Case Study If the case study is online, provide a link for EPA to view, download and share. Otherwise, please include attachments with report submission.
Transitioned to Safer Choice cleaners for cleaning services	Parchaser / User	all purpose cleaner, bathroom cleaners, floor cleaners	Safer Choice	10/01/2023	2024															5	50	0 gallors	Yes	Biverview has established an in-house SOP to use all Safer Choice cleaner when the appropriate products are available. This SOP is on file with the purchaing department and a review of the SOP is part of new employee training.	Y	https://StateAconcy/casestudy/aconstearing
Added Safer Choice cleaners to their supply catalog	Distributor / Retailer	all purpose cleaner, bathroom cleaners, floor cleaners	Janes Crivice	12/15/2023	2024									30		Yes	5,000	Dollars	Projected						N	
Added Safer Choice cleaners to their retail space	Distributor / Retailer	all purpose cleaner, bathroom cleaners, floor cleaners	Safer Choice	11/08/2023	2024									4	5	0 Yes	150	Units	Actual						N	
Formulated new bathroom cleaner	Manufacturer (Production)	bathroom cleaner	Safer Choice	02/10/2024	2024	1	30,00	00 Gallors	Projected																Y	https://StateAgency/caustudy/formulations
Began certification process for new bathroom cleaner	Manufacturer (Certification)	bathroom cleaner	Safer Choice	04/01/2024	2024					1	In Process														N	
Marketed new Riverview bathroom cleaner	Manufacturer (Marketing)	bathroom cleaner	Safer Choice	04/01/2024	2024								Yes												N	
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Grant Information	The information in the two cells below is populated automatically from Grant Project Data tab.
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Business Establishment Information	Note: If copy-pasting into mened cells below, click this header for help text.
Business Establishment Name	
Business Establishment Contact (optional)	
Business Establishment City (optional)	
Business Establishment State (2-letter abbresiation)	
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)	
Now do the recommended P2 actions identified below benefit disadvantaged communities?	
Date(s) of Follow-up (mm/dd/yyyy)	
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:	
Secretion of Funding Mechanism (optional EPA is exploring way to)	
Description of Barriers to Implementation (optional) If there were recommended actions that this business establishment did	

re were recommended actions that this business establishment did at implement, please describe any barriers to implementation (e.g., cost, long payback period, low priority). Description of Planned P2 Actions Within 5 Years (optional) If the business establishment intends to implement additional actions within the next 5 years, please describe them here.

P2 Actions and Outcomes

Scroll right to see all columns (cols. 8 through A8) →							Production			Certification		Marketing			Marketing		Sales Parchaser/User									
Informative Description of P2 Action Implemented	Role	Product Description	Name of Ecolabel or Standard ((f opplicable)	Date implemented (mm/dd/yyyy) Click header for help text	Federal Fiscal Year (auto- colculoted)	Number of Products Reformulated / Redesigned Click header for help text	Increase in Annual Production Volume	Unit of Measure	Projected / Actual	Number of Products Newly Certified or In Process Click header for help text	ertification Status	Increase in Number of Products Offered for Sale Click header for help text	New Advertising or Outreach?	Increase in Number of Products Sold Click header for help text	Increase in Shelf Space (linear feet)	New Advertising, Outreach, or Signage?	Increase in Annual Sales Volume (units or \$)	al Unit of Measure	Projected / Actual	Number of Products Adopted for Use in Operations and Maintenance Click header for help text	Annual Volume of Products Adopted	Unit of Measure (e.g., number, sq. ft., gallons)	Adoption of Green Purchasing Program?	Description of the Green Purchasing Program	Case Study Developed? (Y or N)	Link to Case Study If the case study is online, provide a link for EPA to view, download and share. Otherwise, please include attachments with report submission.
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Grant Recipient:	
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Business Establishment Information	
Business Establishment Name	Note: If copy-pasting into merged cells below, click this header for help text.
Business Establishment Contact (optional)	
Business Establishment City (optional)	
Business Establishment State (2-letter abbreviation)	
NAICS Code (3 to 6 disits) 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?	
Date(s) of Follow-up (mm/dd/yyyy)	
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:	
Description of Funding Mechanism (optional/EDA is exploring ways to)	

there were recommended actions that this business establishment did not implement, please describe any barriers to implementation (e.g., cost, long pagback period, low priority).
Description of Planned P2 Actions Within 5 Years (optional) If the business establishment intends to implement additional actions within the part 5 waves release describe them here

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P2 Actions and Outcomes																										
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Scroll right to see all columns (cols. 8 through A8) →							Production			Certification		Marketing			Marketing			Sales								
Informative Description of P2 Action Implemented	Role	Product Description	Name of Ecolabel or Standard (If applicable)	Dute implemented (non-idd-lyyy) Click header for help text	Federal Fiscal Year (auto- calculated)	Number of Products Reformulated / Redesigned Click header for help text	Increase in Annua Production Volum	I Unit of Measure	Projected / Actual	Number of Products Newly Certified or In Process Click header for help text	Certification Status	Increase in Number of Products Offered for Sale Click header for help test	New Advertising or Outreach?	Increase in Number of Products Sold Click header for help text	Increase in Shelf Space (linear feet)	New Advertising, Outreach, or Signage?	Increase in Annual Sales Volume (units or \$) Uni	it of Measure	Projected / Actual	Number of Products Adopted for Use in Operations and Maintenance Click header for help text	Annual Volume of Products Adopted	Unit of Measure (e.g., number, 19. ft., gallons)	Adoption of Green Purchasing Program?	Description of the Green Purchasing Program	Case Study Developed? (Y or N)	Link to Care Study If the care study is online, provide a link for IDA to view, download and share. Otherwise, please include attachments with report submission.
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Description of Barriers to Implementation (optional) If there were recommended actions that this business establishment did not implement, please describe any barriers to implementation (e.g., cost, long payback period, low priority).	
Description of Planned P2 Actions Within 5 Years (optional) If the business establishment intends to implement additional actions within the part Swame, planne devotes the two-two-	

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Actions and Outcomes								M	mufacturer						Distributor/Re	tailer					Purchaser/User			
oll right to see all columns (cols. 8 through A8) ->							Production		Certification	n	Marketing			Marketing		Sales					Purchaser/User			
ormative Description of P2 Action Implemented	Role	Product Description	Name of Ecolabel or Standard (If applicable)	Dute implemented (num-dd/yyyy) Click header for help text	Federal Facal Year (auto- calculeted)	Number of Products Reformulated / Redesigned Click header for help text	Increase in Annual Unit of Production Volume Measure	Projected / Actual	Number of Products Newly Certified or In Process Click header for help text	Certification Status	Increase in Number of Products Offered for Sale Click header for help test	New Idvertising or Outreach?	Increase in Number of Products Sold Click header for help test	Increase in Shelf Space (linear feet)	New Advertising, Outreach, or Signage?	Increase in Annual Sales Volume (units or 3) Unit of Mean		Number of Products Adopted for Use in Operations and Maintenance Click header for help text	Annual Volume of Products Adopted	Unit of Measure (e.g., number, 19. ft., gallons)	Adoption of Green Purchasing Program?	Description of the Green Purchasing Program	Case Study Developed (Y or N)	Link to Case Study If the case study is online, provide a link for EPA to view, downlo Otherwise, please include attachments with report subm
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P2 IDA Products EJ Grant: Business Establishment 4	
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Grant Information	The information in the two cells below is possisted 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	
Business Establishment Contact (optional)	
Business Establishment City (optional)	
Business Establishment State (2-letter abbresiation)	
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?	
Date(s) of Follow-up (mm/dd/yyyy)	
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:	
Description of Funding Mechanism (optional/EPA is exploring ways to)	

Description of Barriers to Implementation (optional) If there were recommended actions that this business establishment did not implement, please describe any barriers to Implementation (e.g., cent, long paptack period, low priority).	
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Is the business establishment located in, adjacent to, or otherwise impacting a disadvantaged community? (Yes / No / Unknown)	
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Grant Information	The information in the two cells below is populated automatically from Grant Project Data tab.
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Business Establishment City (optional)		
Business Establishment State (2-letter abbreviation)		
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?		
Date(s) of Follow-up (mm/dd/yyyy)		-
Outreach Activity (optional) If you made contact with the business establishment through an activity soled on the "Outreach Activities" tab index the activity by choosing it from the drop-down provided:		
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