OMB Control No. 2090-NEW Expiration Date: xx/xx/xxxx

P2 IIJA Products 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.
- 5. The Sample Business Establishment tab serves as an example of how to sufficiently enter project data on the numbered business establishment tabs.

Getting Started

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.

Last Updated: 10/10/2023

EPA Form 9600-055

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. 2090-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.

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.
Grant Recipient:	
Grant Project Number:	
Grant Award Date:	
Grantee Contact Name:	
Grantee Contact Phone Number:	
Grantee Contact E-mail:	
Grantee State/Tribe:	
Grantee State/Tribe:	

	Business Establishment Names on Numbered Tabs (populated automatically)
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Aggregate Output Measures from Business Establishments This **read-only** tab summarizes the aggregate outcomes being achieved in this grant project using information entered on the other tabs in this workbook. How to Use this Tab: Grant Recipient: Grant Project Number Sales / Marketing Production Purchased/Used Total Increase in Number of Products Sold Total Increase in Shelf Space (linear feet) Increase in Sales Volume (units) Increase in Sales Volume (dollars) Federal Fiscal Year (Oct 1. - Sep 30) 2023 0 2024 0 \$0 0 2025 0 \$0 0 0 2026 \$0 0 2027 0 \$0 0 2028 \$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

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

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 establishments 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: 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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Cells will be highlighted yellow if your response is different than the expected input type (e.g., text instead of numbers). For highlighted values, re-enter the value in the appropriate format to remove the highlighting.

The information in the two cells below is populated automatically from Grant Project Data tab.									
Sample Recipient									
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12,930/8									
Note: If copy-pastine into mensed cells below, click this header for help text.									
Riverview Cleaning & Supplies, Inc.									
Joe Swiffer									
Riversiew									
M.									
561720									
Yes									
By using safer clearing products, the clearing staff will have a safer and healthier work environment and indoor air pollution will be reduced for disudvantaged community members who are inhabiting the spaces. By eliminating ammonia found in traditional cleaners, the risk for respiratory and skin initiation is reduced.									
05/01/2024									
Green Cleaning Webinar									
Byerview Cleaning & Sopples, Inc. is under new management and made a commitment to dedicate resources, including staff time and overhead dollars, to increase their green profile.									
The only barrier to implementation encountered to date was understanding the certification process and gatting the process started. However, once the EPA materials were reviewed at high process and patting the process production of the process was considered with a chief-pathy ordered, the process was understand. It is not party ordered, the process was understand.									
Following certification of its new bathroom cleaner, Diverview intends to pursue certification for its new all- purpose cleaner and floor cleaner. They will also evaluate reformulation of additional products based on the results of floors efforts.									

P2 Actions and Outcomes	to and Outcomes NOTE. This example has been constructed to demonstrate how each of the board or project mind be exerced. It is unable in the conductive each of these board of the board of																									
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Scroll right to see all columns (cols. 8 through A8) →							Production			Certification	_	Marketing		Marketing			Sales		Purchaser/User							
informative Description of P2 Action Implemented	Role	Product Description	Name of Ecolabel or Standard (if applicable)	Date implemented (mm/dd/yyy) Click header for help test	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 Sta	Increase I cation Products O dus Click heads	in Number of Hered for Sale or for help text	New dvertising 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 d)	Unit of Measur	Denlarted /	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)	by I like to Case Study If the case study is online, provide a like for EPA to view, download and there. Otherwise, please include attachments with report submission.
2Transitioned to Safer Choice cleaners for cleaning services	Purchaser / User	all purpose cleaner, bathroom cleaners, floor cleaners	Safer Choice	10/01/2023	2024															5	500	gallors	Yes	Riverview 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 purchasing department and a review of the SOP is part of new employee training.	Y	https://StateAmency/casestrady/meenclearding
2Added Safer Choice cleaners to their supply catalog	Distributor / Retailer	all purpose cleaner, bathroom cleaners, floor cleaners	and Chara	12/15/2023	2024									10		Yes	5,000	Dollars	Projected						N	
3Added Safer Choice cleaners to their retail space		all purpose cleaner, bathroom cleaners, floor cleaners	Safer Choice	11/08/2023	2024									4	30	Yes	150	Units	Actual						N	
Formulated new bathroom cleaner	Manufacturer (Production)	bathroom cleaner	Safer Choice	02/10/2024	2024	1	30,00	0 Gallors	Projected																Y	https://StateAgency/canestudy/formulations
Stegan certification process for new bathroom cleaner	Manufacturer (Certification)	bathroom cleaner	Safer Choice	04/01/2024	2024					1 In Pr	ocess														N	
Marketed new Riverview bathroom cleaner	Manufacturer (Marketing)	bathroom cleaner	Safer Choice	04/01/2024	2024							1	Yes												N	
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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)	
ts 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, include the activity by choosing It from the drop down provided:	
Description of Funding Mechanism (optional EPA is suplering wars Ind	
Description of Barriers to Implementation (options). If these were recommended actions that this business establishment did not implement, please describe any burriers to implementation (e.g., cont, 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																										
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Scroll right to see all columns (cols. & through A&) →							Production			Certification	Certification Market			Marketing				Sales		PA CAMPET/USET						
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Business Establishment Contact (optional)	
Business Establishment City (optional)	
Business Establishment State (2-letter abbresiation)	
NAICS Code (3 to 6 digits) NAICS Search (website)	
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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 wars to d	
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Description of Planned P2 Actions Within 5 Years (optional) If the business establishment leterals to implement additional actions within the next 5 years, please describe them here.	

P2 Actions and Outcomes																										
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Scroll right to see all columns (cols. 8 through A8) →							Production			Certification		Marketing			Marketing			Sales					Purchases/Oses			
Informative Description of P2 Action Implemented	Role	Product Description	Name of Ecolabel or Standard (If applicable)	Date implemented (mm/dd/yyy) Click header for help tex	Federal Floral 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 Sta	fication Product atus Click h	ease in Number of acts Offered for Sale 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 Anna Sales Volume (units or s)	ual Unit of Measur	Projected / re Actual	Number of Products Adopted to 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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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 obbreviotion)	
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?	
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P2 Actions and Outcomes													_												
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Scroll right to see all columns (cols. & through AB) →										Certification	Man	ceting		Marketing			Sales							4	
Informative Description of P2 Action Implemented	Role	Product Description	Name of Ecolabel or Standard (if opplicable)	Date implemented (mm/dd/yyyy) Click header for help text	Federal Fiscal Year (outo- 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 State	Increase in Numb tion Products Offered 6 Click header for he	r of New r Sale Advertisin text Outread	Increase in Number of Products Sold Click header for help to	Increase in Shell Space of (linear feet)	New Advertising Outreach, o Signage?	Increase in Annu Sales Volume (units or s)	ul Unit of Measu	Projected / re Actual	Number of Products Adopt Use in Operations and Maintenance Click header for help to	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)	ly 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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P2 Actions and Outcomes																										
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Informative Description of P2 Action Implemented	Role	Product Description	Name of Ecolabel or Standard (if applicable)	Date implemented (mm/dd/yyy) 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 Stat	Increase in Products Offe List Click header 5	umber of red for Sale Advi or help text Ou	New vertising or utreach?	Increase in Number of Products Sold Click header for help text	Increase in Shelf Space (linear feet)	New Advertising, Outreach, or Signage?	Increase in Annu Sales Volume (units or 1)	ul Unit of Measur	Projected / ne Actual	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, 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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P2 Actions and Outcomes																										
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P2 Actions and Outcomes																										
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informative Description of P2 Action Implemented	Role	Product Description	Name of Ecolabel or Standard (if applicable)	Date implemented (mm/dd/yyy) Click header for help text	Federal Flocal Year (outo- 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 Stat	Increase in N Products Offer Click header fo	umber of ed for Sale Adv r help text Ou	New Intrinsing or treach? Cli	increase in Number of Products Sold lick header for help text	Increase in Shelf Space (linear feet)	New Advertising Outreach, o Signage?	Increase in Ann Sales Volum (units or s)	nual io Unit of Measu	Projected /	Number of Products Adopted 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 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	
Business Establishment Contact (optional)	
Business Establishment City (optional)	
Business Establishment State (2-letter abbresiation)	
NAICS Code (3 to 6 diets) NAICS Search (website)	
ts 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, include the activity by choosing it from the drop-down provided:	
Description of Funding Mechanism (optional EPA is exploring warn to d	
Description of Barriers to Implementation (optional) If there were recommended actions that this business establishment did not implement, please describe any burriers to implementation (e.g., cost, long paylack period, low priority).	
Description of Planned P2 Actions Within 5 Years (optional) If the business establishment letends to implement additional actions within the next 5 years, please describe them here.	

P2 Actions and Outcomes																										
P2 Actions and Outcomes									Mar	rufacturer						Distributor/	totalles						_			
Scroll right to see all columns (cols. 8 through A8) →							Production	ma	Certification	Certification Marketing				Marketing	Distributor/		Sales									
Informative Description of P2 Action Implemented	Role	Product Description	Name of Ecolabel or Standard (if applicable)	Date implemented (rem/dd/yyy) Click header for help test	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 St	institution Proc	ncrease in Number of oducts Offered for Sale ick 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 Annu Sales Volume (units or 1)	ul Unit of Measur	Projected / re 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)	Liek 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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