

**FY22-23 P2 Grants Template 2:
Facility-Level Reporting for Green Certification, Leadership Programs or P2 Technical Assistance for Multiple Facilities**

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| <p>Welcome</p> | <p>This EPA Excel file is one of two template files offered to P2 grantees for organizing their facility-level reporting data according to the type of work, or "project," they are conducting. Each template is a workbook file with worksheets for entering data on each facility assisted in your project. If your grant has more than one project, use a separate workbook for each project of your grant. Workbooks help you in the task of reporting because they cover all the facility-level elements and outcome elements required for annual reports, and automatically tabulate required output elements. Workbooks also help over time because they track your annual entries so you can update and resubmit the file for each year of reporting. To ensure workbooks correctly aggregate results by project, avoid entering facilities from two projects in one workbook.</p> <p>Choose from Among the Template Workbooks Choose from among the template workbooks according to the type of grant project you are conducting: Template 1: For a grant project providing P2 technical assistance recommendations to individual facilities. Template 2: For a grant project supporting a green certification program or a leadership program or providing P2 technical assistance to broad audiences (training webinars, roundtables, etc.).</p> <p>For more information, see https://www.epa.gov/p2/grant-reporting</p> |
| <p>Getting Started in the Template 2 Workbook:</p> | <p>Template 2 is the right format for a green certification program, leadership program, or technical assistance to broad audiences (such as training, webinars, roundtables).</p> <p>Start a new workbook file using Template 2. Enter a grant project number in the Grant Project Data tab. If you have only one project, you can use the Grant Number dash 1. If you have more than one project, use sequential numbering (e.g., grant number – 1, grant number – 2, etc.) As you go about your data entry, be sure to leave the workbook features untouched. Any modifications will interfere with the automatic aggregation of worksheet results, as well as EPA's ability to import this file into its grant reporting database. This would slow down the review of national P2 grant results and the sharing of results with others.</p> <p>Getting to know the worksheets: Full instructions appear in each tab. The Grant Project Data Tab: This tab provides entry cells for required grant information, as briefly noted above. Below the entry cells, the tab maintains an auto-populated table of facility-number tabs and facility names entered on the tabs. When the time comes to enter follow-up data, this table helps you find a facility name among the numbered tabs. The Aggregate Results Tab: This tab automatically aggregates outcomes recorded in the facility tabs on an annual basis, reporting year by reporting year. It also sums up the number of amplification activities and case studies developed. The Amplification Activities Tab: This tab is used to report on amplification activities, such as training, webinars, videos, or other outreach as well as tools, research, and demonstration projects. The Facility Tabs: The numbered Facility tabs are for data entry of business facility-level data, one facility per numbered tab. While entry of a facility name is optional, it is handy to provide one because the Grant Project Data Tab can pull the facility name and associate it in a list with the correctly numbered tab. Template 2 has 75 Facility Tabs; please use a new file if you need more Facility tabs.</p> <p>Data Validation This template has built-in validation to help ensure the accuracy of the data. This data validation works best when information is key entered; however, we recognize that you will likely populate this template using data from another source. If you are going to be copying data into this template, please take the following precautions:</p> <ul style="list-style-type: none"> • When copying data into the template, use "Paste Values" instead of "Paste." • If you need to move data within the template, use "Copy" instead of "Cut." |
| <p>Calculating Outcomes in the Facility Tabs</p> | <p>The calculators described below are designed to help you measure environmental and economic outcomes from pollution prevention activity.</p> <p>MTCO_{2e}: For each P2 action implemented, grantees will need to quantify and record any positive values for reductions in MTCO_{2e}, EPA's standard unit for greenhouse gas. You can use EPA's P2 GHG Reductions Calculator and EPA's WARM model (https://www.epa.gov/warm) to find conversions to MTCO_{2e} units for a wide range of action categories with GHG impacts. The P2 GHG Reductions Calculator covers electricity management, green energy purchases, fuel management, fuel/chemical substitutions with lower GHG intensities, water management, and solvent remanufacturing. The WARM model covers reductions in nonhazardous materials.</p> <p>Pounds of Hazardous Materials and Pollutant Releases: For each P2 action implemented, grantees will need to quantify and record any positive values achieved for annual reductions in hazardous materials and pollutants. Grantees need to record reductions separately for hazardous materials used, hazardous waste generated, air emissions released, and water effluent (pollution) released. EPA's P2 Calculator for Reductions in Hazardous Substances, Pollutants and Contaminants covers each category and also provides pound conversions for specific hazardous liquids and pound-reduction formulas for specialty solvent remanufacturing.</p> <p>Cost Savings: For each P2 action implemented, grantees will need to quantify and record any cost savings achieved that are associated with reducing GHG, hazardous materials and releases, and/or water use. You can use EPA's P2 Cost Savings Calculator to compute the annual net cost savings, with cost offsets, for many things, and you may override unit-cost formulas if desired. The tool computes: (i) reduced purchases of material inputs, water, fuel, and energy; (ii) reduced fees for hazardous waste, regulated air emissions, and wastewater pre-treatment and treatment; and, (iii) reducing other operating and permitting expenses. It calculates net savings on an implementation-forward basis, which is what EPA is seeking. Grantees are encouraged but not required to report implementation costs separately.</p> |

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FY22-23 P2 Grants Template 2: Facility-Level Reporting for Green Certification, Leadership Programs or P2 Technical Assistance for Multiple Facilities

P2 Grant Project Data

| | |
|--|--|
| How to Use this Tab: | <p>1. Fill in Rows 7 - 16. Rows 7 and 8 entries here automatically populate Rows 7 and 8 in the Facility Tabs.</p> <p>2. The tracking list starting in Row 20 is automatically populated as you enter facility names in numbered facility tabs. This list will help you later when you need to find the facility to return to for updating the status of follow-up, implementation and results achieved.</p> |
| Grant Recipient: | |
| Grant Project Number: | |
| Grant Award Date: | |
| Grantee Contact Name: | |
| Grantee Contact Phone Number: | |
| Grantee Contact E-mail: | |
| EPA Region: | |
| EPA Technical Contact Name: | |
| EPA Technical Contact Phone Number: | |
| EPA Technical Contact Email: | |

Facility Names on Facility Tabs *(populated automatically)*

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|--------------|
| Facility 1: |
| Facility 2: |
| Facility 3: |
| Facility 4: |
| Facility 5: |
| Facility 6: |
| Facility 7: |
| Facility 8: |
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| Facility 10: |
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| Facility 58: |
| Facility 59: |
| Facility 60: |
| Facility 61: |

FY22-23 P2 Grants Template 2: Facility-Level Reporting for Green Certification, Leadership Programs or P2 Technical Assistance for Multiple Facilities

Aggregate of REPORTED Results from All Facility Tabs

How to Use this Tab:

1. This is a read-only tab where you can track the aggregate outcome values being achieved by all facilities covered in this grant project. The background formula pulls reported values from the Facility tabs. Informational messages on the Facility tabs will remind you to select a Fiscal Year in the given P2 Action row and enter at least one year in row 20 for leadership programs or at least one follow-up date in row 21 for the aggregating formula to work.

2. You can also track the aggregate number of case studies being reported by all facilities covered in this grant project.

Grant Recipient: _____

Grant Project Number: _____

Totals for All Facilities:

| Fiscal Year Reported to EPA | \$ | | Annual Reductions | | | | | |
|-----------------------------|----------------------------------|-------------------------------------|--------------------------------|-----------------------|---------------------|-----------------------|--------------------------------------|---------------------|
| | One-time Costs to Implement (\$) | Annual Savings From P2 Actions (\$) | Hazardous Material Input (lbs) | Hazardous Waste (lbs) | Air Emissions (lbs) | Water Pollution (lbs) | MTCO ₂ e Emissions (tons) | Water Use (gallons) |
| 2023 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2024 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2025 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2026 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2027 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2028 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |

Totals for Facilities in and Adjacent to EJ Communities Only:

| | | | | | | | | |
|------|-----|-----|---|---|---|---|---|---|
| 2023 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2024 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2025 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2026 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2027 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2028 | \$0 | \$0 | 0 | 0 | 0 | 0 | 0 | 0 |

Other Aggregate Results

Number of amplification activities.

Number of case studies describing specific P2 best practices identified, developed or implemented through the grant.

FY22-23 P2 Grants Template 2: Facility-Level Reporting for Direct P2 Technical Assistance to Individual Facilities

How to Use this Tab:

Use this tab to report on amplification activities, such as **training, webinars, videos, or other outreach** as well as **tools, research, and demonstration projects**.
 1. List the title of each amplification activity and identify the type of activity using the drop-down provided.
 2. Provide the date of the event, if applicable. Include just the first day for multi-day events.
 3. Complete the remaining fields as applicable.
 The six sample records may be used as a guide.

Grant Recipient:

Grant Project Number:

| Amplification Activity Name | Activity Type (Use Drop-Down) | Activity Date (if applicable) | Topics Covered / Project Description | # of Facilities in Attendance / Reached Through Project | # of Facilities Receiving Outreach Materials | # of Participants Reporting Increased Understanding of Topics Covered | Activity Targeted / Underserved / Disadvantaged Communities (Y/N) | Type of Skills and Abilities Achieved by Participants / Users | # of Stakeholder Groups Involved | # of People in Underserved Communities Reached |
|---|----------------------------------|----------------------------------|---|---|--|---|---|---|----------------------------------|--|
| (Ex: Spray Booth Efficiency Training 101) | Training | 9/1/2022 | reducing product and chemical use | 12 | 12 | 10 | Y | Proper use of equipment | 0 | 6 |
| (Ex: Greening Your Facility - Networking Event) | Conference | 8/29/2022 | how to find resources to help save water, energy, chemical use | 25 | 25 | 24 | N | Improved ability to identify resources | 3 | 0 |
| (Ex. Green Cleaning Webinar) | Webinar | 9/7/2022 | Green cleaning | 40 | 40 | 38 | Y | Improved understanding of green cleaning techniques | 0 | 25 |
| (Ex: P2 in Graffiti Removal Video) | Video | n/a | Graffiti removal and P2 | 75 | 75 | n/a | Y | n/a | 2 | 4,000 |
| (Ex: Metal Finishing Shops Shine with P2 factsheet) | Outreach Document | n/a | P2 for metal finishers | 1,000 | 1,000 | n/a | N | n/a | 0 | 0 |
| (Ex: Demonstration of Water-Based Industrial Cleaner) | Demonstration | 11/17/2022 | Demonstration of feasible water-based alternative to industrial solvents in use at manufacturing facility | 15 | n/a | 15 | Y | Understanding of feasible alternatives to hazardous solvents | 2 | 4 |
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