

Clean Diesel Funding Assistance Program, FY 2015 Request for Proposals

Project Narrative Sample Format

RFP#: EPA-OAR-OTAQ-15-06

Instructions: *The Project Narrative must substantially comply with the specific instructions, format and content defined in Appendix B of the RFP.*

The Project Narrative (including the Cover Page) must not exceed a maximum of eleven (11) single-spaced pages in length. Pages refer to one-side of a single-spaced typed page. Font size should be no smaller than 10 and the proposal must be submitted on 8 ½" x 11" paper. Pages in excess of the 11-page limit will not be considered. Supporting materials, such as resumes, letters of support and/or commitment, and fleet description information can be submitted as attachments and are not included in the 11-page limit.

Please delete this instruction page from your final Project Narrative.

[Please delete all text that is bracketed and in italics.]

ENVIRONMENTAL PROTECTION AGENCY (EPA)
Clean Diesel Funding Assistance Program FY 2015
Request for Proposals (RFP)
EPA-OAR-OTAQ-15-06

EPA Region: [*Specify the EPA Regional Office from which you are requesting funding (Regions 1 – 10), where your project will solely or primarily occur. See Section IV.A of the RFP.*]

Project Title:

Applicant Information:

- [*Applicant (Organization) Name:*]
- [*Address (Street, City, State, Zip):*]
- [*Office Phone and Fax Numbers*]
- [*Contact Name, Email address and Website (if applicable):*]
- [*DUNS number:*]

Eligible Entity: [*Using the criteria outlined under Section III.A of this RFP, explain how you are an eligible entity.*]

Total Project Cost: [*Specify the total cost of the project.*]

EPA Funds Requested: [*Specify the amount of funding requested from EPA*]

Mandatory Match: [*Specify the amount of mandatory match, including in-kind resources. See Sections I.B.2 and III.B.1.*]

Voluntary Cost Share: [*Specify the amount of voluntary cost share (including in-kind resources). See Section III.B.2.*]

Target fleet: [*Specify target fleet type(s) from the following list, and specify the total number of engines, vehicles, and/or pieces of equipment affected by the project:*]

- | | |
|------------------------------|--------------------------|
| ▪ <i>Agriculture</i> | ▪ <i>Refuse hauler</i> |
| ▪ <i>City/County vehicle</i> | ▪ <i>School bus</i> |
| ▪ <i>Construction</i> | ▪ <i>Short haul</i> |
| ▪ <i>Delivery Truck</i> | ▪ <i>Stationary</i> |
| ▪ <i>Emergency vehicle</i> | ▪ <i>Transit bus</i> |
| ▪ <i>Long haul</i> | ▪ <i>Utility vehicle</i> |
| ▪ <i>Marine</i> | ▪ <i>Mining</i> |
| ▪ <i>Ports and airports</i> | ▪ <i>Other</i>] |
| ▪ <i>Rail</i> | |

Technology: [*Specify the technologies that will be used in the grant proposal from the following list, as referenced in Section I.B.2 of the RFP:*]

- *Diesel Oxidation Catalyst (includes all oxidation catalyst combinations with closed crankcase ventilation and/or biodiesel blends)*
- *Diesel Particulate Filter*
- *Selective Catalytic Reduction*

[Please delete all text that is bracketed and in italics.]

- *Other Verified Exhaust Control or After-treatment Device*
- *Engine Upgrade*
- *Clean Fuel Use*
- *Fuel Operated Heater*
- *Auxiliary Power Unit*
- *Truck Stop Electrification*
- *Shore Power*
- *Other Verified Idle Reduction Technology*
- *Aerodynamic Technology*
- *Low Rolling Resistance Tires*
- *Engine Repower/Replacement*
- *Vehicle Replacement*
- *Hybrid Replacement]*

Short Project Description: *[Briefly describe your project (1-2 sentences), especially noting the number of vehicles for each type of fleet, and the technology used. Example description: Retrofit 40 school buses with DPFs. In addition, repower 10 nonroad construction vehicles from Tier 0 to Tier 3, and install DPFs and APUs on 20 Class 8 long haul trucks.]*

Section 1. Project Summary and Overall Approach

[This section of the work plan must contain a detailed project description, including the following information:

A. VEHICLES AND TECHNOLOGIES:

- *[A description of the eligibility, number, types and typical use, and ownership of vehicles, engines and/or equipment targeted for emission reductions.*
- *A discussion of how the applicant has weighed the available/eligible technology options for the target fleet and has arrived at the chosen diesel emission reduction solution(s).*
- *A description of all verified and/or certified technologies to be used or funded by the applicant.*
- *A discussion of whom or what organization(s) will retain ownership of any vehicles, engines and/or equipment purchased with funding from this project.*
- *Proposals which include repowers and replacements must include:*
 - *a detailed discussion of the fleet owner's normal attrition schedule and must demonstrate that the proposed emission reductions are not a result of vehicle/equipment replacements or repowers that would have occurred through normal attrition/fleet turnover within three years of the project start date.*
 - *the applicant's plans for engine/vehicle/equipment scrappage*
- *Proposals which include locomotives and/or marine engines and/or stationary engines must include a clear and concise justification for why/how the proposed emission reductions are not subject to the Restriction for Mandated Measures under this RFP, as described in Section III.D.1 and Appendix D.]*

[Please delete all text that is bracketed and in italics.]

- B. **ROLES AND RESPONSIBILITIES:** *[A discussion of the roles and responsibilities of the Applicant organization and any other project partners, contractors, or subgrantees.]*
- C. **TIMELINE AND MILESTONES:** *[A detailed timeline for the project including milestones for specific tasks, such as bidding, procurement, installation and reports. Applicants should schedule time for Final Report preparation into the project timeline.]*

Section 2. Project Location

- A. **PROJECT LOCATION:** *[This section of the work plan should include a detailed discussion of the project location. The term “project location” as used in this RFP refers to the primary area where the affected vehicles/engines operate, or the primary area where the emissions benefits of the project will be realized. If a single proposal includes vehicles operating in more than one county, this section of the work plan should indicate where each vehicle operates and the amount (%) of time spent in each county.]*
- B. **NONATTAINMENT AREAS:** *[Priority will be given to projects located in areas of poor air quality as described in Section I.B.3.A.1) of the RFP. This section of the workplan should indicate whether all or a portion of the project is located in one of these areas.]*
- C. **AIR TOXICS ASSESSMENT AREAS:** *[Priority will be given to projects located in areas of poor air quality as described in Section I.B.3.A.2) of the RFP. This section of the workplan should indicate whether all or a portion of the project is located in one of these areas.]*

[A list of priority counties that will receive points under Section V, Criterion #2.B and C of this RFP can be found at: www.epa.gov/cleandiesel/documents/fy15-county-area-list.pdf.]

Section 3. Project Sector

- A. **PROJECT SECTOR:** *[This section of the work plan should include a detailed discussion of the economic sector served by the project (eg. Agriculture, school bus, construction, ports and airports, etc).]*
- B. **GOODS MOVEMENT:** *[Priority may be given to proposals which demonstrate that the vehicles/engines/equipment targeted for emission reductions are located at, or service, goods movement facilities such as: ports, rail yards, terminals, or distribution centers, as described in Section I.B.3.B of the RFP. If a single proposal includes vehicles operating in more than one type of facility or sector, this section of*

[Please delete all text that is bracketed and in italics.]

the work plan should indicate where each vehicle will be operating and the amount (%) of time spent in each.]

Section 4. Benefits to the Community

[This section of the work plan should include a detailed discussion of how the proposed project will address the needs and concerns of local communities, including any communities or populations that have faced or are facing environmental justice concerns (as defined in Section I.B.3.C of the RFP), and/or other interested parties, groups, or populations that are, or have been, affected by the environmental and/or other issues that the project is intended to address. The term “environmental justice concerns,” as used in this solicitation, generally relate to issues that have resulted in some communities and/or populations being more adversely, disproportionately and/or historically impacted by environmental issues and problems than other communities because of geography, poverty, income levels and similar types of factors.

The extent that a project will maximize public health benefits depends on both the population that will experience improvements in air quality due to the project, and the amount of emission reductions that will take place. Proposals should therefore describe both the population that will be affected by the project and how they will directly benefit from the emission reductions that will result from the project.

Note: Factors potentially indicating disproportionate impacts include: differential proximity and exposure to environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to genetic predisposition, age, chronic medical conditions, lack of health care access, or poor nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (e.g., subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to language barriers, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.]

Section 5. Community Engagement and Partnerships

[This section of the workplan should include a detailed discussion of applicant’s efforts and plans for engaging local communities with respect to the design and performance of the project and obtaining support from project partners to more effectively perform the project, as described in Section I.B.3.D of the RFP. Applicants should discuss their approach for incorporating community input throughout the design and performance of the project, and/or whether their design of the proposed project involved and incorporated community input. Community engagement and partnership efforts should include various organizations representing a broad spectrum of the community; examples include grassroots, neighborhood, school, faith-based, city council, business, local government, and other organizations. Recent involvement of project partners and community members working together on projects should be highlighted. Proposals with letters of commitment that

[Please delete all text that is bracketed and in italics.]

demonstrate strong, long-term involvement throughout the project from a variety of project partners may also be evaluated more favorably than others.]

Section 6. Project Sustainability

[This section of the workplan should include a detailed discussion of the Applicant’s ability to promote and continue efforts to reduce emissions after EPA funding for this project has ended, as described in Section I.B.3.E of the RFP. This could include, but is not limited to, the project’s inclusion in a broader-based environmental or air quality plan, the implementation of idle-reduction policies, the implementation of contract specifications requiring the use of cleaner vehicles and equipment, or a documented commitment to continue to identify and address air quality issues in the affected community.]

Section 7. Environmental Results—Outputs, Outcomes and Performance Measures

A. **OUTPUTS AND OUTCOMES:** *[This section of the work plan must include a discussion of the outputs and outcomes of the project as defined in Section I.C.2 and 3 of the RFP. Specific outputs and outcomes should be included.*

*Applicants should follow the instructions in **Appendix C** of this announcement for calculating emission reductions. In addition to a narrative discussion of the outputs and outcomes, it is suggested that the applicant fill out and include the following table, or something similar, in this section of the work plan.]*

Anticipated Outputs and Outcomes		
Activities	Outputs	Outcomes

[Example Outputs and Outcome Table]

<i>[Anticipated Outputs and Outcomes</i>		
<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>
<i>Retrofit 100 school buses</i>	<i># of technology installed = 100 DPFs</i>	<i>Lifetime Emissions Reductions = 11.9 tons PM]</i>

B. **PERFORMANCE MEASURES:***[In this section of the workplan applicants must describe what performance measurements, timeline of milestones, and/or other means will be used to track, measure and report progress towards achieving the expected outputs and outcomes and how the results of the project will be evaluated, as described in Section I.C.4 of the RFP.*

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

[Please delete all text that is bracketed and in italics.]

- *What are the measurable short term and longer term results the project will achieve?*
- *How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?]*

Section 8. Programmatic Capability and Past Performance

A. PAST PERFORMANCE: *[This section of the work plan must include a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years. Assistance agreements include federal grants and cooperative agreements but not federal contracts. Please reference no more than three assistance agreements. EPA agreements are preferred. For each agreement listed, include:*

- *the Project Title*
- *Assistance Agreement Number*
- *Funding Agency and CFDA Number*

This section of the workplan should include a discussion of whether, and how, the applicant was able to successfully complete and manage the listed agreements.]

- REPORTING REQUIREMENTS: *[This section of the workplan should include a discussion of the applicant's history of meeting the reporting requirements under the agreements listed above, including submitting acceptable final technical reports and how the applicant documented and/or reported on whether it was making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If the applicant was not making progress, please indicate whether, and how, the applicant documented its reason for the lack of progress.]*
- ORGANIZATIONAL EXPERIENCE: *[This section of the work plan must include information on your organizational experience for timely and successfully achieving the objectives of the proposed project.]*
- STAFF AND RESOURCES: *[This section of the work plan should include information on your staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) unless certain conditions/requirements are met. For additional information see Section IV.G of this RFP.]*

[Please Note: In evaluating applicants under the factors as described in Section V.A.8 of this RFP, EPA will use the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and

[Please delete all text that is bracketed and in italics.]

information from current and prior federal agency grantors to verify and/or supplement the information provided by the applicant.

If you do not have any relevant or available past performance or reporting information, please indicate this and you will receive a neutral score for these factors under Section V.A.8 of this RFP. A neutral score is half of the total points available. If you do not provide any response for this item, you may receive a score of zero (0) for these factors.]

Section 9. Budget Narrative and Detail

[This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a discussion of the applicant's approach to ensuring proper management of grant funds, a detailed Budget Narrative, as well as the itemized Budget Table below. An applicant's Budget Table and Budget Narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable).]

A. EXPENDATURE OF AWARDED GRANT FUNDS: *[Applicants should provide a detailed discussion of their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.]*

B. BUDGET NARRATIVE:

- *[Description of the budget and estimated funding amounts for each work component/task.*
- *For applicants that provide a mandatory and/or voluntary cost share/match, the budget narrative must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. All matching funds are subject to the regulations governing matching fund requirements at 2 CFR Part 200. Any form of cost-share included in the Budget Detail must also be included on the SF 424 and SF 424A. Please see Section III.B of this RFP for more detailed information on cost-share.*
- *If a proposed cost-share is to be provided by a third-party, a letter of commitment is required.]*

C. BUDGET TABLE:

- *[Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Table section of the work plan, adding or deleting additional rows as necessary to accurately reflect the proposed project budget.*
- *Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.*
- *For applicants that provide a mandatory and/or voluntary cost share/match, the Budget Table must clearly specify the amount of federal funding and the cost-share amount for each category of total project costs for each category.]*

[Please delete all text that is bracketed and in italics.]

Budget Table

	EPA Funding	Cost-Share
Personal		
TOTAL PERSONAL		
Fringe Benefits		
TOTAL FRINGE BENEFITS		
Travel		
TOTAL TRAVEL		
Equipment		
TOTAL EQUIPMENT		
Supplies		
TOTAL SUPPLIES		
Contractual		

[Please delete all text that is bracketed and in italics.]

TOTAL CONTRACTUAL		
Other		
TOTAL OTHER		
Indirect Charges		
TOTAL INDIRECT		
TOTAL FUNDING		
TOTAL PROJECT COST		

[If the project budget includes any mandatory or voluntary cost-share (or overmatch), the budget detail portion of the work plan must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. If EPA accepts an offer for a voluntary cost-share or overmatch, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. If the proposed cost-share is to be provided by a third-party, a letter of commitment is required. Any form of cost-share included in the Budget Detail must also be included on the SF 424 and SF 424A. Please see Section III.B of this RFP for more detailed information on cost-share.]

[Applicants should use the following budget object class descriptions to complete the Budget Detail section of the work plan.

- Personnel** - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period. This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including

[Please delete all text that is bracketed and in italics.]

percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.
- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies - “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
- **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of

[Please delete all text that is bracketed and in italics.]

money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.

- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:
 - Personnel ($\text{Indirect Rate} \times \text{Personnel} = \text{Indirect Costs}$)
 - Personnel and Fringe ($\text{Indirect Rate} \times \text{Personnel \& Fringe} = \text{Indirect Costs}$)
 - Total Direct Costs ($\text{Indirect Rate} \times \text{Total direct costs} = \text{Indirect Costs}$)
 - Direct Costs minus distorting or other factors such as contracts and equipment
($\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors}) = \text{Indirect Costs}$)

[Note on Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant Federal audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges cannot be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the work plan.]

Section 10. Applicant Fleet Description

[The Project Narrative must also contain an Applicant Fleet Description section. This information does not count toward the 11-page limit. See Section IV.D.3 of this RFP for detailed instructions on completing the Applicant Fleet Description portion of the Project Narrative. A sample format for the Applicant Fleet Description may be downloaded at www.epa.gov/cleandiesel/documents/fy15-afd-sample.xls.]

[Please delete all text that is bracketed and in italics.]

Attachments:

[Cost-Share Commitment Letters: *If applicable, project partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed cost-share. This information does not count towards the 11-page limit.*

Letters of Support/Partnership: *If applicable, letters of support that demonstrate strong, long-term involvement throughout the project from a variety of project partners are encouraged. Letters should specifically indicate how project partners and supporting organizations will participate in or directly assist in the design and performance of the project, or how obtaining support from project partners will allow the applicant to more effectively perform the project. This information does not count towards the 11-page limit.*

Mandated Measures Justification Supporting Information: *If applicable, the proposal must include a clear and concise justification in Section 1 of the Project Narrative, for why/how the emission reductions proposed for funding are not subject to the Restriction for Mandated Measures under this RFP. Applicants must provide sufficient detail and information to support the justification, including maintenance schedules and history, if applicable. Please see Section III.D.1 and Appendix D for more information. This supporting information should be provided as an attachment and does not count towards the 11-page limit.*

Optional Attachments: Resumes: *Provide resumes or curriculum vitae for all principal investigators and any other key personnel. These are not included in the 11-page limit.]*

[Please delete all text that is bracketed and in italics.]