

*National Clean Diesel Funding Assistance Program,
FY 2015 Tribal Request for Proposals*

Project Narrative Sample Format
RFP#: EPA-OAR-OTAQ-15-05

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 ten (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 from the Project Narrative template that is [bracketed and in italics].

**ENVIRONMENTAL PROTECTION AGENCY (EPA)
National Clean Diesel Funding Assistance Program
FY 2015 Tribal Request for Proposals (RFP)
EPA-OAR-OTAQ-15-05**

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.]*

Regional Office: *[Specify the Regional Office your project is located (Regions 1 – 10) where your project will solely or primarily occur. See the following:
www.epa.gov/cleandiesel/ncdc-cmt.htm.]*

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:*

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

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

- *Diesel Oxidation Catalyst (includes all oxidation catalyst combinations with closed crankcase ventilation and/or biodiesel blends)*
- *Diesel Particulate Filter (includes all particulate matter filter combinations with closed crankcase ventilation and/or biodiesel blends)*
- *Selective Catalytic Reduction*
- *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*
- *Clean Alternative Fuel Conversion]*

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, and install DPFs and APUs on 20 Class 8 long haul trucks.]*

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

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 E.]*

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.]*

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

Section 2. Environmental Results—Outputs, Outcomes and Performance Measures

A. [OUTPUTS AND OUTCOMES: *This section of the work plan should 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.*

<i>Anticipated Outputs and Outcomes</i>		
<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>

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 Emission Reductions = 11.9 tons PM</i>

B. PERFORMANCE MEASURES: *In this section of the workplan applicants should 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:

- *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?]*

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

Section 3. Programmatic Priority - Location

*[This section of the work plan should address the primary area where the affected vehicles/engines operate, or the primary area where the emissions benefits of the project will be realized. Applicants should identify if the project location is within one or more of the priority areas, as described in **Appendix D** of this announcement. Applicants should also identify if the vehicles are located in the following areas of highly concentrated diesel pollution – truckstops, ports, rail yards, terminals, construction sites, school bus depots/yards, or distribution centers. If a single proposal includes vehicles operating in more than one county or area, this section of the work plan should indicate where each vehicle will be operating and the amount of time spent in each area.]*

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

Section 4. Other Programmatic Priorities

[This section of the work plan should address how the project will achieve each of the following programmatic priorities:

- *Maximizes public health benefits*
- *Utilizes the most cost-effective strategies*
- *Serves areas:*
 - *with the highest population density;*
 - *with toxic air pollutant concerns; or*
 - *in, or affecting Federal Class I areas.*
- *Uses a community-based multi-stakeholder collaborative process to reduce toxic emissions*
- *Conserves diesel fuel*

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 emission reductions that will result from the project.]

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

Section 5. Partnerships for Renewable Energy and Energy Efficiency

[This section of the work plan should address the extent and quality to which the applicant has established a partnership with a non-EPA Federal Agency to advance tribal renewable energy and energy efficiency efforts that directly reduce diesel emissions from the same engines/equipment that the applicant is targeting for diesel emission reductions under this RFP. This includes evaluating the quality and extent to which the partnership efforts have resulted in strategic plans or projects that use renewable energy and energy efficiency strategies to achieve additional diesel emission reductions and the extent to which the applicant has provided information (such as the federal contract/grant number, federal project officer contact information, funding amount and project schedule) to demonstrate these efforts.

If the applicant has not established a relevant partnership, the applicant should indicate this in the Work Plan and the applicant will not receive any points under this criterion.

This section of the workplan should describe the nature of the partnership and a detailed description of any resulting strategic energy plans and/or projects, including:

- the role of the applicant and the partner in the renewable energy/energy efficiency project;*
- a quantification/estimation of the additional diesel emissions reductions the renewable energy/energy efficiency project will achieve;*
- the renewable energy/energy efficiency project schedule or timeline for implementation; and*
- if applicable, the federal contract/grant number, federal project officer contact information, and funding amount of the renewable energy/energy efficiency project.]*

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

Section 6. 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 the extent to which the applicant adequately and timely reported on their 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/reported 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.6.a and b 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 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.6.a and b 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.]

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

Section 7. Budget Detail

*[This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how EPA funds will be used. Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.*

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 instructions, budget object class descriptions, and example table 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 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 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 (Indirect Rate x Personnel = Indirect Costs)
 - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
 - Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
 - Direct Costs, less distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)]

Example Budget Table

Line Item and Itemized Cost	EPA Funding	**Cost-Share
Personnel		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(1) Project Staff @ \$30/hr x 40 hrs/week x 40 wks	\$48,000	

TOTAL PERSONNEL	\$48,000	\$20,800
Fringe Benefits		
20% of Salary and Wages	20%(48,000)	20%(20,800)
- Retirement, Health Benefits, FICA, SUI	\$9,600	\$4,160
TOTAL FRINGE BENEFITS	\$9,600	\$4,160
Travel		
Local mileage for PM: 100 mi/mo @ \$.17/mi x 12 mo	\$204	
Local mileage for Staff: 200 mi/mo @ \$.17/mi x 12 mo	\$408	
TOTAL TRAVEL	\$612	
Equipment		
25 DOCs + CCV @ \$5000 per unit	\$125,000	
25 DPFs with installation kit @ \$6,000 per unit	\$150,000	
10 New vehicles for Replacement @ \$100,000 per unit	\$250,000	\$750,000
10 Engines for Repower @ \$50,000 per unit	\$250,000	\$250,000
TOTAL EQUIPMENT	\$ 775,000	\$1,000,000
Supplies		
100 Replacement CCV filters @ \$10 per unit	\$1,000	
TOTAL SUPPLIES	\$1,000	
Contractual		
Retrofit Installation Services Contract	\$10,000	
TOTAL CONTRACTUAL	\$10,000	\$10,000
Other		
5 Subgrants to School Districts for School Bus Retrofits with DPFs. Each Subgrant @ \$50,000	\$250,000	
TOTAL OTHER	\$250,000	
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$4,800	\$2,080
TOTAL INDIRECT	\$4,800	\$2,080
TOTAL FUNDING	\$1,099,012	\$1,037,040
TOTAL PROJECT COST	\$2,136,052	

** Cost-share funds must also be included on the SF-424A as detailed in Section III.B of this RFP.

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

Section 8. Expenditure of Awarded Grant Funds

[This section of the workplan must include a detailed discussion of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.]

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

Section 9. 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.C.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-tribal-afd-sample.xls.]

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