

Tribal Clean Diesel Funding Assistance Program, FY 2017 Request for Proposals

Project Narrative Sample Format

RFP#: EPA-OAR-OTAQ-17-08

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.

Please delete this instruction page from your final Project Narrative.

ENVIRONMENTAL PROTECTION AGENCY (EPA)
Tribal Clean Diesel Funding Assistance Program FY 2017
Request for Proposals (RFP)
EPA-OAR-OTAQ-17-08

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: *[Identify the amount of funding requested from EPA]*

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

Voluntary Cost Share: *[Identify 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>Construction</i> | ▪ <i>School bus</i> |
| ▪ <i>Long Haul Combination</i> | ▪ <i>Railyard</i> |
| ▪ <i>Long Haul Single Unit</i> | ▪ <i>Locomotive</i> |
| ▪ <i>Short Haul Combination</i> | ▪ <i>Stationary</i> |
| ▪ <i>Short Haul Single Unit</i> | ▪ <i>Transit bus</i> |
| ▪ <i>Marine</i> | ▪ <i>Other (specify)]</i> |
| ▪ <i>Ports and airports</i> | |

Type of Upgrade (i.e. Technology): *[List the types of technologies that will be used in the grant proposal from the following, as referenced in Section I.B.2 of the RFP:*

- *Aerodynamic Devices (specify types)*
- *Emission Control Devices (specify types)*
- *Fuel Options (specify types)*
- *Idling Control Strategies (specify types)*
- *Engine Replacement (specify types)*

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

- *Vehicle Replacements (specify types)*
- *Engine Upgrade Kits (specify types)*
- *Alternative Fuel Conversions (specify types)]*

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, replace the engines in 10 nonroad construction vehicles with Tier 4 diesel engines, and install DPFs and bunk heaters on 20 Class 8 long haul trucks.]*

Work Plan *[Applicants must ensure that the Work Plan addresses the evaluation criteria in Section V.A of this announcement by using the section numbers and headings and subsection numbers and headings below which correspond with the evaluation criteria in Section V.A of this RFP.]*

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 for engine replacements should include the pre- and post- project standard emission levels of the engines to be replaced, in order to ensure that the engine replacement will result in a net emissions reduction.*
- *Proposals which include engine replacements and vehicle/equipment 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 replacements 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.7 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.]*

AREAS OF POOR AIR QUALITY: *[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. A list of priority counties that will receive points under Section V, Criterion #2.B of this RFP can be found in **Appendix F**, and also posted at: www.epa.gov/cleandiesel/clean-diesel-tribal-grants#rfp]*

- B. **AREAS THAT RECEIVE A DISPROPORTIONATE QUANTITY OF AIR POLLUTION FROM DIESEL FLEETS:** *[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.]*

Section 3. 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 affected communities, including any communities or populations that have faced or are facing environmental justice concerns (as defined in Section I.B.3.b 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.]

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

The extent that a project will maximize public health benefits depends on both the population, community or group 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, community or group 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 4. 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.c 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 demonstrate strong, long-term involvement throughout the project from a variety of project partners may also be evaluated more favorably than others.]

Section 5. Project Sustainability

[This section of the workplan should include a detailed discussion of the applicant's and/or project partner'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.d 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 6. Environmental Results—Outputs, Outcomes and Performance Measures

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

- 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:

- 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 7 . 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*

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

federal contracts. Please reference no more than three assistance agreements. EPA agreements are preferred. For each agreement listed, include:

- *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.]

- B. 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.]*
- C. 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.]*
- D. 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.7 (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.7 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 8. 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

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

federal funds and any non-federal funds (e.g., any required or voluntary cost-share if applicable).]

A. EXPENDITURE 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, 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. Funds are subject to the regulations governing cost-share 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 named 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, installation (labor) 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.]*

Budget Table

	EPA Funding	Mandatory Cost-Share	Voluntary Cost-Share
Personal			
TOTAL PERSONAL			
Fringe Benefits			

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

TOTAL FRINGE BENEFITS			
Travel			
TOTAL TRAVEL			
Equipment			
TOTAL EQUIPMENT			
Supplies			
TOTAL SUPPLIES			
Contractual			
TOTAL CONTRACTUAL			
Other			
TOTAL OTHER			

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

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 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

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

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 2 CFR Part 200. The budget detail must include an itemized listing of all equipment proposed under the project. If installation costs are included in the equipment costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.

- **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. If installation costs are included in the contractual costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.
- **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

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

(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)]*

[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.]

Attachments (This information does not count toward the 11-page limit):

[Applicant Fleet Description: Mandatory. See Section IV.D.3 of this RFP for detailed instructions on completing the Applicant Fleet Description portion of the proposal. A sample format for the Applicant Fleet Description may be downloaded at www.epa.gov/cleandiesel/clean-diesel-tribal-grants#rfp.

***Cost-Share Commitment Letters:** If applicable, named project partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed cost-share.*

***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.*

***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.7 and Appendix D for more information.*

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

Resumes: If desired, applicants may provide resumes or curriculum vitae for all principal investigators and any other key personnel.

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