

FISCAL YEAR 2016

STATE CLEAN DIESEL GRANT PROGRAM

WORK PLAN AND BUDGET NARRATIVE TEMPLATE

INSTRUCTIONS: States and territories applying for FY 2016 DERA State Clean Diesel Grant Program funding must use this template to prepare their Work Plan and Budget Narrative.

Please refer to the FY 2014-2016 STATE CLEAN DIESEL PROGRAM INFORMATION GUIDE for full Program details, eligibility criteria and funding restrictions, and application instructions.

SUMMARY PAGE

Project Title:

Project Manager and Contact Information

Organization Name:

Project Manager:

Mailing Address:

Phone:

Fax:

Email:

Project Budget Overview:

	FY 2014	FY 2015	FY 2016
EPA Base Allocation	\$	\$	\$
State or Territory Matching Funds (if applicable)	\$	\$	\$
EPA Match Incentive (if applicable)	\$	\$	\$
Mandatory Cost-Share	\$	\$	\$
TOTAL Project	\$	\$	\$
Additional Leveraged Resources	\$	\$	\$

Project Period

October 1, 2016 – September 30, 2017

Summary Statement

Insert a brief paragraph that summarizes the proposed project. Please include the state webpage URL that details past DERA State Clean Diesel Program projects, if applicable.

SCOPE OF WORK

This section is a discussion of the state's or territory's plan to develop and implement grant, rebate, and/or loan programs and how these programs meet state or territory goals as they relate to the reduction of diesel emissions.

The scope of work should contain a detailed project description, including the following categories and information.

STATE/TERRITORY GOALS AND PRIORITIES: A description of the air quality within the state or territory, the quantity of air pollution produced by the diesel fleet in the state or territory, and the primary sectors (e.g. highway, marine vessels, construction equipment) that make up the state's or territory's diesel fleet (both public and private).

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. Eligibility of vehicles is defined in Section VIII.B of the Program Guide. A description of all verified and/or certified technologies to be used or funded by the applicant. Eligibility of technologies is defined in Section VIII.C of the Program Guide.

ROLES AND RESPONSIBILITIES: A discussion of the roles and responsibilities of the state or territory and any other project partners, contractors, or subgrantees. State and territories should indicate whether their Program funds will support grant, rebate, and/or loans, and provide a detailed description of their disbursement methodology. This section of the work plan should also describe any additional leveraged resources beyond any voluntary matching funds or mandatory cost-share funds included in the project budget.

TIMELINE AND MILESTONES: A detailed timeline for the project including milestones for specific tasks, such as subgrant or rebate program development, solicitation of project partners, making subawards, program/project implementation, procurement and installation of equipment, monitoring and oversight of projects, and reporting.

DERA PROGRAMMATIC PRIORITIES: A discussion of how, in providing grants, rebates, and loans under the Program, the state or territory will ensure that projects selected for funding supports the programmatic priorities as defined in Section VIII.D of the Program Guide.

EPA'S STRATEGIC PLAN LINKAGE AND ANTICIPATED OUTCOMES/OUTPUTS: A description of the environmental outputs and outcomes to be achieved under the Program, as defined in Section VIII.E of the Program Guide. To estimate some of the anticipated outcomes of the award (e.g. emissions reductions), EPA encourages states and territories to use the Diesel Emissions Quantifier found at: www.epa.gov/cleandiesel/diesel-emissions-quantifier-deq.

SUSTAINABILITY OF THE PROGRAM: A description of the state's or territory's plan for sustaining the project beyond the assistance agreement period. Additionally, describe the state's or territory's plan for publicizing and promoting the benefits of the activities within the state or territory.

BUDGET NARRATIVE

This section of the work plan should include a detailed itemized budget proposal (in addition to the Standard Form 424A), using the example below. Justify the expenses for each of the categories being performed within the grant/project period. Indicate which costs will be paid by the state's or territory's allocation from EPA (which would include the bonus match, if applicable) and which costs will be paid by the state's or territory's voluntary matching funds, if applicable.

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 cost-share, mandatory or voluntary, 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.

Mandatory cost-share funds must be in the form of cash contributions to the Equipment Category. If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment in order to receive EPA funding. If the proposed cost-share is to be provided by a third-party, a letter of commitment is encouraged. Any form of cost-share included in the budget detail must also be included on the SF-424 and SF-424A.

Applicants should use the following instructions, budget category descriptions and example table to complete the budget detail section of the work plan. Detailed sample budgets representing various mandatory cost-share versus state match scenarios are available at: www.epa.gov/cleandiesel/clean-diesel-state-allocations.

Itemized Project Budget

FY 2016			
Budget Category	EPA Allocation	Voluntary Match (if applicable)	Mandatory Cost-Share (if applicable)
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Supplies			
5. Equipment			
6. Contractual			
7. Program Income			
8. Other			

9. Total Direct Charges			
10. Indirect Charges			
Grand Total			

Explanation of Budget Framework

Personnel

Indicate salaries, percentage of time assigned to the project, and total cost for budget period by job title of all individuals who will be supplemented with grant funds. Details should include a list of all staff positions by title, the given annual salary, the percentage of time assigned to project, and total cost for the budget period.

The personnel 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 includes staff time (in-kind services) as a cost share, it should be included as personnel costs. The budget detail must identify the personnel category type as Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

Please note that 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.

Below is a personnel template table. The figures in the template tables throughout this document are for example purposes only. Please populate your document with your actual information.

For example:

Budget Category	FY 2015		FY 2016	
	EPA	State or Territory Match (if applicable)	EPA	State or Territory Match (if applicable)
Fleet Manager @ \$625/wk x 12 weeks	\$7,500	\$0	\$7,500	\$0
EPA Match Incentive (if applicable)	\$0	\$7,680	\$7,680	\$0

Fringe Benefits

Fringe benefits are allowances and services provided by employers to their employees as compensation, in addition to regular salaries and wages. Fringe benefit costs are those costs for personnel employment other than an employee’s direct income, such as employer’s portion of FICA insurance, retirement, sick leave, holiday pay, and vacation cost, that will be paid by the grantee. Provide the total cost of fringe benefits, unless treated as part of an approved indirect cost rate. Provide a break-down of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement insurance, etc. Indicate all mandated and voluntary benefits to be supplemented with these funds. Details should also identify the percentage used, the basis for its computation, and the types of benefits included.

For example:

Budget Category	FY 2015		FY 2016	
	EPA	State or Territory Match (if applicable)	EPA	State or Territory Match (if applicable)
Health Insurance – 1 FTE @ \$35/mo x 12 months	\$0	\$420	\$420	\$0
Dental – 1 FTE @ \$40/mo x 12 months	\$0	\$480	\$480	\$0

Travel

Travel and per diem costs are those costs for travel and subsistence, which are directly related to the grant. Identify the number of trips planned, the purpose of each trip, the destination of each trip, the number of travelers, and the estimated cost of each trip.

Specify the mileage, per diem, estimated number of trips, whether the trip is in-state or territory, and/or out-of-state or territory. 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; and (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.

For example:

Budget Category	FY 2015		FY 2016	
	EPA	State or Territory Match (if applicable)	EPA	State or Territory Match (if applicable)
<i>Site visit</i>				
Local Travel Mileage – 1250 miles x \$0.36	\$0	\$450	\$450	\$0
<i>Meeting</i>				
Air Fare for one person to Chicago, IL	\$0	\$250	\$250	\$0
Per diem – two days @ \$47/day for one person	\$94	\$0	\$94	\$0
Hotel for one night for one person	\$95	\$0	\$95	\$0

Supplies

Equipment (less than \$5,000 per unit), material, and supply costs are those costs directly related to the grant. Identify all supplies purchased and their cost. The budget detail should be as descriptive as possible. Categories of supplies to be procured (e.g. laboratory supplies or office supplies) are acceptable if items cannot be reasonably separated. Provide the individual and total cost of supplies.

For example:

Budget Category	FY 2015		FY 2016	
	EPA	State or Territory Match (if applicable)	EPA	State or Territory Match (if applicable)
50 pamphlets for community members @ \$1.50 each	\$0	\$75	\$0	\$75
Copying and postage costs	\$0	\$120	\$120	\$0

Equipment

Equipment, material, and supply costs are those costs directly related to the grant. Identify each item of equipment 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. Provide a description of each item of equipment and its cost. No equipment may be purchased without the expressed approval of the EPA Project Officer. If equipment purchased wholly or partially with assistance agreement funds is to be used on more than one project/program, acquisition costs or usage fees must be approved and allocated properly.

Contractual

Contractual services are those services directly related to the EPA program/project. Identify each proposed contract and specify its purpose, nature, period of performance, and estimated cost. Do not include procurement contracts which are reflected in other budget categories, such as equipment, supplies, etc. If funds allocated to this budget category include proposed expenditures not usually categorized as services to be procured at the market place, explanatory footnotes must be included. Provide the total cost for contracts.

For example:

Budget Category	FY 2015		FY 2016	
	EPA	State or Territory Match (if applicable)	EPA	State or Territory Match (if applicable)
Contractor assistance: host workshop on how to apply for State Clean Diesel Subgrants	\$0	\$2,500	\$2,760	\$0

Program Income

If applicable, the applicant shall use program income to carry out activities described in the scope of work for the assistance agreement and under the same terms and conditions of the agreement. If a state or territory is claiming program income, the state or territory must clearly identify the source in the application (SF-424, SF-424A, and in the budget narrative) and how it will be used. Please indicate which of the following disposition methods of this income apply to the grant:

- Add to funds committed to the project by EPA and recipient and used to further eligible project and program objectives.
- Use to finance the non-federal share of the project or program.
- Deduct from the total project of program allowable costs to determine the net allowable cost on which federal share of the cost is based.

Other

The “other” category should include the funds identified for the actual state or territory subgrants, rebates, and/or loans to eligible entities.

Subgrants or subawards are not considered contractual costs, and should be put under the “other” budget category.

Subgrants or subawards may be used to fund partnerships with organizations and governmental entities. Please note that successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement, by using these instruments to acquire commercial services or products, to carry out their cooperative agreements. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133 and the definitions of “subaward.”

For example:

	FY 2015		FY 2016	
Category	EPA	State or Territory Match (if applicable)	EPA	State or Territory Match (if applicable)
Other: Subaward: School District	\$167,600	\$0	\$174,600	\$0

Direct Charges

Provide total amount of direct costs. (See items 1-8 above)

Indirect Charges

Indirect costs result from allocation of a grouping of administrative costs which are not easily identified as a direct cost. Provide the total amount of indirect costs. If applicable, include a copy of the approved, current indirect cost agreement, which reflects the approved rate.

Administrative Costs Expense Cap

States and territories must demonstrate that no more than 15% of a state's or territory's total project costs are being used to cover administrative costs as identified in OMB Circular A-87 Appendix B (e.g. personnel, benefits, travel, supplies). Total project costs include the federal share as well as any cost-share provided by the state. However, Regions have the discretion to allow state matching funds to exceed the 15% cap if the state provides justification for unique circumstances. The 15% maximum does not include indirect cost rates or funds assigned to projects, and total cost for the budget period.

Matching Funds and Cost-Share Funds

States and territories must provide a detailed description of the source of funding for any voluntary match or mandatory cost-share funds included in the project budget, if applicable. Include details on when the match will be available for use. If applicable, include letters of financial support, which specifically indicate how supporting organizations will assist in the project.

See Sections V.C and X of the Program Guide for more information on the voluntary matching incentive and mandatory cost-share funds.