

Project Narrative Sample Format

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

The Project Narrative (including the cover page) shall not exceed ten (10) 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 10-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 10-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 2009/2010 Request for Proposals (RFP)
EPA-OAR-OTAQ-09-10**

Project Title:

Applicant Information

- Name:
- Address:
- Contact:
- Phone:
- Fax:
- Email:
- DUNS:

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

Funding Requested: [*Specify the amount you are requesting from EPA.*]

Total Project Cost: [*Specify total cost of the project. Identify funding from other sources, including mandatory and/or voluntary cost-share funding (including in-kind resources).*]

Target fleet: [*Specify target fleet type(s) (e.g., school bus, port, construction, delivery truck, transit bus, locomotive, refuse hauler, utility vehicle, long haul truck, agriculture, mining, marine, other) and total number of engines, vehicles, and/or pieces of equipment affected by the project.*]

Multiple Proposals: [*Provide the name of the project, a short description of target fleet type(s) and proposed diesel emissions reduction solutions included in the project, the EPA regional office submitted to, and amount of EPA funding requested for any other proposals submitted under this RFP.*]

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

Section 1. Project Summary

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

- *The means by which the project will achieve a significant reduction in diesel emissions.*
- *All verified and/or certified technologies to be used or funded by the applicant.*
- *The number, types and typical use (see Section I.C.4 of this RFP), and ownership of vehicles, engines and/or equipment targeted for emissions 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 detailed timeline for the project including milestones for specific tasks, such as bidding, procurement, installation and reports.*
- *The roles and responsibilities of the Applicant organization and any other project partners, contractors, or subgrantees.*
- *Information on the sustainability of the project beyond the assistance agreement period, including a discussion of whom or what organization(s) will retain ownership of any vehicles, engines and/or equipment purchased with funding from this project.*
- *A demonstration that the project meets the Restriction for Mandated Measures as defined in Section III.D.1 of this RFP. If the project takes place in an affected area, or includes affected vehicles, engines or equipment, the Applicant must clearly demonstrate that emission reductions funded with EPA funds will be implemented prior to the effective date of the mandate and/or are in excess of (above and beyond) those required by the applicable mandate.]*

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

Section 2. Environmental Results – 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.E of this RFP. Specific outputs and outcomes should be included. In addition, applicants must describe what measurements will be used to track and measure progress towards achieving the expected outputs and outcomes and how the results of the project will be evaluated.

*Applicants should follow the instructions in **Appendix B** of this announcement for calculating emissions reductions.*

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>Retrofit 100 school buses</i>	<i># of technology installed = 100 DPFs</i>	<i>Lifetime Emissions Reductions = 4 tons PM]</i>

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

Section 3. National Programmatic Priorities

[This section of the work plan must address how the project will achieve each of the following programmatic priorities. Priority for funding under this RFP will go to projects that accomplish the following:

- *Maximize public health benefits;*
- *Are the most cost-effective - applicants should follow the instructions in **Appendix C** of this announcement for calculating the cost-effectiveness of their project;*
- *Are in areas with high population density, in areas with poor air quality (including nonattainment or maintenance of national ambient air quality standards for a criteria pollutant; Federal Class I areas; or areas with toxic air pollutant concerns) - applicants should include a description of the air quality of the area affected by the project;*
- *Are in areas that receive a disproportionate quantity of air pollution from diesel fleets, including truck stops, ports, rail yards, terminals, and distribution centers or that use a community-based multi-stakeholder collaborative process to reduce toxic emissions – applicants should include information on the quantity of air pollution produced by the diesel fleets in the area affected by the project;*
- *Include a certified engine configuration or verified technology that has a long expected useful life - applicants should include a description of any certified engine configurations or verified technologies to be used or funded by the project, including expected lifetime of said engines and technologies;*
- *Maximize the useful life of any certified engine configuration or verified technology used or funded by the eligible entity – applicants should include information on the age and expected lifetime of the vehicles, engines and/or equipment targeted for emissions reductions;*
- *Conserve diesel fuel; and*
- *If applicable, utilize ultra low sulfur diesel fuel (15 parts per million of sulfur content) ahead of EPA’s mandate for non-road engines – applicants should include a description of the diesel fuel available in the areas to be served by the project, including the sulfur content of the fuel.]*

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

Section 4. Regional Significance

[Tribal proposals do not have to address this section and should include the section heading but leave this section of the Work Plan blank.]

[For non-tribal proposals this section of the work plan must address how the project will address and achieve the Regional Priorities of the EPA regional office which covers the project location and to which the proposal is submitted. Regional Priorities for each of the ten EPA regional offices are identified in Section I.C.2 of this RFP.]

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

Section 5. Past Performance-Programmatic Capability and Reporting on Results

[This section of the work plan must include a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 3, and preferably EPA agreements). For each agreement listed include the Project Title, Assistance Agreement Number, Funding Agency and CFDA Number, and fully address the following evaluation criteria:

- *Whether, and how, the applicant was able to successfully complete and manage those agreements;*
- *The applicant's history of meeting the reporting requirements under those agreements 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 why.*

Please Note - In evaluating applicants under these factors as described in Section V of this RFP, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., 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 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 6. Staff Expertise and Qualifications

[This section of the work plan must include information on your organizational experience for timely and successfully achieving the objectives of the proposed project, and 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 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.*

Applicants should use the following instructions, budget object class descriptions, and table to complete the Budget Detail section of the work plan. Please fill out the following Budget Table, adding or deleting additional rows as necessary to accurately reflect the proposed project budget. An “Example Budget Table” is given in Appendix A of the RFP.]

Budget Table

	EPA Funding	Cost-Share
Personal		
TOTAL PERSONAL		
Fringe Benefits		
TOTAL FRINGE BENEFITS		
Travel		
TOTAL TRAVEL		
Equipment		

TOTAL EQUIPMENT		
Supplies		
TOTAL SUPPLIES		
Contractual		
TOTAL CONTRACTUAL		
Other		
TOTAL OTHER		
Indirect Charges		
TOTAL INDIRECT		
TOTAL FUNDING		
TOTAL PROJECT COST		

[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. If EPA accepts an offer for a voluntary cost-share, 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 include on the SF 424 and SF 424A. Please see Section III.B if 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 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 minus 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.]

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

[Applicant Fleet Description: The Project Narrative must also contain an Applicant Fleet Description section. This information does not count towards the 10-page limit. See Section IV.C.3 of this RFP for detailed instructions on completing the Applicant Fleet Description portion of the Project Narrative.]

[Cost-Share Commitment Letters and Optional Attachments: This information does not count towards the 10-page limit. See Section IV.C.4 and 5 for detailed instructions and applicability.]

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