



National Clean Diesel Campaign

**Fiscal Year 2011
STATE CLEAN DIESEL GRANT PROGRAM**

**WORK PLAN NARRATIVE AND BUDGET NARRATIVE TEMPLATE FOR
CONTINUING STATES**

Please note that Fiscal Year (FY) funding for FY 2011 will be distributed to those States currently participating in the State Clean Diesel Program via the final supplemental or incremental amendment to the States' current State Clean Diesel Program awards. Continuing States must request FY 2011 funding by submitting the FY 2011 Notice of Intent to Continue.

The grant project period for the current State Clean Diesel Program grants ends on September 30, 2012. Any funds appropriated from FY 2012 forward will be distributed to States as new grants. These new grants will meet the amendments of the Diesel Emissions Reduction Act of 2010 (Public Law 111-364) to the Energy Policy Act of 2005. This means that State Clean Diesel Program grants funded with any FY 2008 through FY 2011 funds must be completed and closed in order to be eligible to receive any potential funding in later years.

INSTRUCTIONS: The following template provides currently participating States with guidance on the information that should be included in the work plan and budget narrative submitted for the State Clean Diesel Grant program. Please use this template as a guide to update current State (FY 2008 through FY 2010) work plans as necessary, and to provide project information about State Clean Diesel Program projects funded with FY 2011 funds. Please note that the information requested in the categories indicated in this template is required.

SUMMARY PAGE

Project Title:	
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Project Manager and Contact Information

Please note any contact information changes from the original Fiscal Year 2008 through 2010 Application and/or amendments.

Organization Name:	
Project manager:	
Mailing Address:	
Phone:	
Fax:	
Email:	

Project Budget

Please update the budget as necessary.

	FY 2008	FY 2009	FY 2010	FY 2011
EPA base allocation	\$	\$	\$	\$
State match (if applicable)	\$	\$	\$	\$
EPA match incentive (if applicable)	\$	\$	\$	\$
Additional leveraged resources	\$	\$	\$	\$
TOTAL Project	\$	\$	\$	\$

Project Period

This work plan includes all work funded with FY 2008 through 2010 funding, as well as FY 2011 funds. The grant project period for State Clean Diesel Program awards funded with all four fiscal year funds will span from October 1, 2008 through September 30, 2012.

Summary Statement

Insert a brief paragraph summarizing the proposed project. Please detail which parts of projects will be funded with each fiscal year's funds.

SCOPE OF WORK

Project Description

This section should include a three to four page description of the State's plan to develop and implement grants and/or innovative financing programs that are appropriate to meet State needs and goals relating to the reduction of diesel emissions, including a description of the tasks and activities that will be conducted to accomplish this goal. Please update this section with any changes of activities from the FY 2008 through FY 2010 award as well as the planned projects for FY 2011 funding.

Where applicable, States should include information regarding detailed information on the particular types of fleets, sectors or technologies (i.e., certified engine configurations, verified technologies or emerging technologies) that the State program aims to target and by what means the project will achieve a significant reduction in diesel emissions.

Where applicable, States should describe the air quality within the State or particular areas prioritized by the State, including quantity of air pollution produced by the diesel fleet in the State and the primary sectors (e.g., highway, marine vessels, construction equipment) that make up the State's diesel fleet (both public and private).

States should provide a timeline or schedule of expected target dates, milestones, and completion dates to achieve specific tasks and accomplishments during the budget and project period.

States submitting proposals to establish an innovative financing program should include a detailed description of the concept and the main innovative finance product(s) offered to borrowers in their work plan.

Program Priorities

Discuss in one to two pages how the State Program will ensure that the programmatic priorities listed below as outlined in the Energy Policy Act of 2005, Subtitle G will be met:

1. Maximize public health benefits;
2. Are the most cost-effective;

3. Are in areas with high population density, that are poor air quality areas (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);
4. 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;
5. Include a certified engine configuration or verified technology that has a long expected useful life;
6. Maximize the useful life of any certified engine configuration or verified technology used or funded by the eligible entity; and
7. Conserve diesel fuel.

EPA's Strategic Plan Linkage and Anticipated Outcomes/Outputs

Please update any changes to anticipated outcomes and/or outputs. Pursuant to Section 6a of EPA Order 5700.7, "*Environmental Results under EPA Assistance Agreements*," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA also requires that grant recipients adequately describe environmental outputs and environmental outcomes to be achieved under assistance agreements (see EPA Order 5700.7, "*Environmental Results under Assistance Agreements*," <http://www.epa.gov/ogd/grants/award/5700.7.pdf>).

1. Linkage to EPA Strategic Plan
All proposals must support Goal 1 of EPA's 2006-2011 Strategic Plan, Clean Air and Global Climate Change; Objective 1.1: Healthier Outdoor Air, which states, "Through 2011...[EPA will]...protect human health and the environment by attaining and maintaining health-based air-quality standards and reducing the risk from toxic air pollutants."
<http://www.epa.gov/cfo/plan/plan.htm>. Projects funded under this program must reduce emissions from diesel fleets, thereby reducing local and regional air pollution. In one to two paragraphs, States should describe how the project meets these goals.

2. Outputs

The term “output” means an environmental activity, effort and/or associated products related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. In one to two paragraphs, States must include a description of how they will track and measure progress toward the environmental goal throughout the assistance agreement period.

- a. Expected **outputs** from the projects to be funded under this program may include but are not limited to the following: number of retrofitted engines/vehicles/equipment, annual pounds or tons of fine particulate matter (PM_{2.5}), nitrogen oxides (NO_x), greenhouse gases (GHG) and/or volatile organic compounds (VOCs) reduced, cost-effectiveness of project (in \$/ton or \$/lb), and health benefits achieved (health benefits may be measured by numbers of illnesses, health care costs, or missed work/school days avoided).
 - i. For States submitting a grant to establish an innovative finance project, an expected output may include the following: number and amount of innovative financing loans awarded.
- b. To estimate some of the anticipated outputs of the award proposal, (e.g. pollution reduced), EPA encourages States to use the Diesel Emissions Quantifier found at <http://cfpub.epa.gov/quantifier/view/index.cfm>.
- c. Another tool is the Motor Vehicle Emissions Simulator (<http://www.epa.gov/otaq/models/moves/index.htm>). This tool must be used for State Implementation Plan calculations. For technical assistance regarding this tool, please email mobile@epa.gov.
- d. States that are unable to use these models must describe the methodology for estimating or determining outputs in detail. Emission reduction estimates and measurements for a verified technology should be based on demonstrated emissions reductions and emission factors listed on EPA or CARB’s verified technology list. Pre-retrofit and post-retrofit emissions testing and/or monitoring are not an eligible use of EPA funds under this assistance agreement program.

3. Outcomes

The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance

agreement funding period. In two to three paragraphs, States must include a description of project outcomes resulting from the project outputs.

Expected **outcomes** from projects funded under this program may include, but are not limited to, the following:

- **Short-term outcomes** such as increased understanding of the environmental or economic effectiveness of the implemented technology; dissemination of the increased knowledge via listserves, websites, journals, and outreach events.
- **Medium-term outcomes** such as widespread adoption of the implemented technology; documented emissions reductions from these and other sources of diesel emissions in multiple States (emission reductions should be calculated using the Diesel Emissions Quantifier tool).
- **Long-term outcomes** such as reductions in the number of children with asthma or documented improved ambient air quality.

If a State is submitting a grant to establish an innovative finance program, an expected outcome may include exploration and development of innovative finance concepts that result in lower interest rates or higher approval rates as a means to replace older vehicles or equipment with cleaner engines or equipment, or to retrofit existing engines or equipment with verified idle reduction technologies or emission control devices.

Project Partners

As applicable, provide a one to two paragraph description of the project partners, their various roles and additional leveraged resources beyond any private or third-party match described in the budget narrative section.

Sustainability of State Program

In two to three paragraphs, describe the State's plan for sustaining this project beyond the assistance agreement period. Furthermore, describe the State's plan for publicizing and promoting the benefits of the activities within the State.

Quality Assurance and Quality Control

Describe whether the proposed project involves environmentally related measurements or data generations that would need quality assurance and quality control plans and procedures as pursuant to 40 CFR 31.45.

BUDGET NARRATIVE

Project Budget

Please update with any changes. This section should include a detailed itemized budget proposal (in addition to the Standard Form 424A) using the example below and justify the expenses for each of the categories being performed within the grant/project period within each fiscal year funding of the award (i.e. FY 2008 through FY 2011). Indicate what portion of the cost will be paid by the State's allocation from EPA (which would include the bonus match if applicable) and the State's matching portion if applicable.

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 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 Object Class. 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 included on the SF 424 and SF 424A. Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

Please indicate any change to the award and any amendments from FY 2008 through FY2010 as well the FY 2011 budget.

Project Budget

Budget Category	FY 2008		FY 2009		FY 2010		FY 2011	
	EPA Allocation	State Match (if applicable)	State Match (if applicable)	EPA Allocation	State Match (if applicable)	EPA Allocation	State Match (if applicable)	EPA Allocation
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

States must demonstrate that no more than 15 percent of a State’s total allocation from EPA is being used to cover administrative type costs as identified in OMB Circular A-87 Appendix B (e.g., personnel, benefits, travel, supplies). The 15 percent maximum does not include indirect cost rates or funds going directly to projects through grants and/or loans.

1. 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 these funds. Details should include a list of all staff positions by title, the given annual salary, the 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.

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. 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.

Category	FY 2008		FY 2009		FY 2010		FY 2011	
	EPA	State	EPA	State	EPA	State	EPA	State
Fleet Manager @ \$600/wk x 12 weeks	\$7,200	\$0	\$0	\$7,200	\$7,200	\$0	\$7,200	\$0
Project Manager @ \$15/hr x 40 hrs/wk x 12 wks	\$0	\$7,200	\$0	\$7,200	\$0	\$7,200	\$0	\$7,200

2. 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 the employees' direct income (i.e., 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 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.

Category	FY 2008		FY 2009		FY 2010		FY 2011	
	EPA	State	EPA	State	EPA	State	EPA	State
Health Insurance – 1 FTE @ \$35/mos x 12 months	\$420	\$0	\$0	\$420	\$0	\$420	\$0	\$420
Dental – 1 FTE @ \$40/mo x 12 months	\$480	\$0	\$0	\$480	\$0	\$480	\$0	\$480

3. 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 for each trip, the number of travelers, and the estimated cost of each trip.

Kindly specify the mileage, per diem, estimated number of trips, whether the trip is in-State and/or out-of-State. 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.

For example:

Category	FY 2008		FY 2009		FY 2010		FY 2011	
	EPA	State	EPA	State	EPA	State	EPA	State
<i>Site visit</i>								
Local Travel Mileage – 1000 miles x \$0.36	\$0	\$360	\$0	\$360	\$0	\$360	\$0	\$360
<i>Meeting</i>								
Air Fare for 1 person to Chicago, IL	\$0	\$250	\$0	\$250	\$0	\$250	\$0	\$250
Per diem 2 days @ \$40/day for 1 person	\$80	\$0	\$80	\$0	\$80	\$0	\$80	\$0
Hotel for 1 night for 1 person	\$75	\$0	\$75	\$0	\$75	\$0	\$75	\$0

4. 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:

Category	FY 2008		FY 2009		FY 2010		FY 2011	
	EPA	State	EPA	State	EPA	State	EPA	State
50 pamphlets for community members @ \$2 each	\$100	\$0	\$0	\$100	\$0	\$100	\$0	\$100
Copying and postage costs	\$100	\$0	\$100	\$0	\$0	\$120	\$0	\$120

5. 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 regional contact. 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.

6. 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 object class categories such as equipment, supplies, etc. If funds allocated to this object class 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:

Category	FY 2008		FY 2009		FY 2010		FY 2011	
	EPA	State	EPA	State	EPA	State	EPA	State
Contractor assistance: host workshop on how to apply for State Clean Diesel Sub-grants and/or Loans	\$2,000	\$0	\$1,000	\$1,000	\$1,200	\$1,200	\$0	\$2,500

Please describe the State's competitive bid process. Contracts must be competed for services and products. States must conduct cost, price and value analyses to the extent required in 40 CFR Parts 30 or 31, as applicable, as well as any regulations covered by state or local procurement requirements. The regulations also contain limitations on consultant compensation. States are not required to identify contractors or consultants in their applications. Moreover, if a State has named a specific contractor or consultant in its application and EPA approves it, this approval does not relieve the State of its obligation to comply

with competitive procurement requirements as well as any regulations covered by state or local procurement requirements.

7. Program Income

In accordance with 40 CFR 30.24(b)(1) or 40 CFR 31.25(g)(2), as 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.

8. Other

This category should include the funds going toward the actual State sub-grants and/or loans to eligible entities.

Sub-grants or sub-awards are not considered contractual costs and should be put under the “Other” budget category.

Sub-grants or sub-awards may be used to fund partnerships with organizations and governmental entities. Please note that successful applicants cannot use sub-grants or sub-awards 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 sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of “sub-award” at 40 CFR 30.2(ff) or “sub-grant” at 40 CFR 31.3, as applicable. For example:

Category	FY 2008		FY 2009		FY 2010		FY 2011	
	EPA	State	EPA	State	EPA	State	EPA	State
Other: Sub- award: School District	\$166,600	\$0	\$0	\$0	\$166,600	\$0	\$166,600	\$0

9. Direct Charges

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

10. 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. Include a copy of the approved current indirect cost agreement which reflects the approved rate.

Match Requirements

Under the State Clean Diesel Program, a match is not required. However, as an incentive, States are encouraged to match the entire Federal allocation dollar for dollar. States that choose to match the Federal allocation can use a combination of non-Federal grants or financial contributions over which the State has control from non-Federal third parties and/or through in-kind contributions that are applicable to the period to which the matching requirements apply. The match may be satisfied by allowable costs incurred by the grantee, sub-grantee, or a cost-type contractor under the assistance agreement. A matching requirement may not be met by costs borne by another Federal grant or Federal SEP. Eligible categories for matching funds include State funds or private funds which can either be cash donations or in-kind contributions.

In at least two to three paragraphs, States must provide a detailed description of the source of funding for the State match portion, if applicable, and should include details on when the match will be available to States for use within this program and any other pertinent details explaining the use of State or non-Federal third party contributions.

If applicable, include letters of financial support that specifically indicate how supporting organizations will assist in the project.

SIGNATURES

This work plan and detailed budget narrative must be signed and dated by the Authorized Representative signing the SF-424 form.

We are not using Grants.gov for these work plans and applications. Please submit application/work plans to the Regional EPA office.

APPENDIX

Resources

States may wish to consult the CFR and OMB circulars as referenced in the Federal Register Notice. Links to these references are:

40 CFR 31: <http://www.gpoaccess.gov/cfr/index.html>

OMB Circular A-87: <http://www.whitehouse.gov/omb/circulars/index.html>