

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** National Clean Diesel Funding Assistance Program,  
FY 2012 Request for Proposals (RFP)

**ACTION:** Request for Proposals (RFP)

**RFP NUMBER:** EPA-OAR-OTAQ-12-05

**CATALOG OF FINANCIAL DOMESTIC ASSISTANCE NUMBER:** 66.039

## IMPORTANT DATES

April 20, 2012	RFP OPENS
June 4, 2012	RFP CLOSSES – PROPOSALS DUE
July 2012	ANTICIPATED NOTIFICATION OF SELECTION
Fall 2012	ANTICIPATED AWARD

The closing date for receipt of proposals is **Monday, June 4, 2012**. All hard copies of proposal packages must be received by the appropriate EPA contact as described in Section IV by **Monday, June 4, 2012, 4:00 p.m. local time** in order to be considered for funding. Electronic submissions submitted through e-mail must be received by the appropriate EPA contact as described in Section IV by **Monday, June 4, 2012, 4:00 p.m. local time**. Electronic submissions submitted through [www.grants.gov](http://www.grants.gov) must be received by **Monday, June 4, 2012, 4:00 p.m. EDT**. Proposals received after the closing date and time will not be considered for funding. See Section IV of the RFP for EPA contacts and further submission information.

## SUMMARY

EPA's National Clean Diesel Funding Assistance Program is soliciting proposals nationwide for projects that achieve significant reductions in diesel emissions in terms of tons of pollution produced by diesel engines and diesel emissions exposure, particularly from fleets operating in areas designated by the Administrator as poor air quality areas.

Eligible diesel emission reduction solutions include verified emission control technologies such as retrofit devices, cleaner fuels, and engine upgrades, verified idle reduction technologies, verified aerodynamic technologies and low rolling resistance tires, certified engine repowers, and/or vehicle or equipment replacement. Please refer to Page 2 for important funding limits regarding these emission reduction solutions.

Eligible diesel vehicles, engines and equipment may include buses, medium-duty or heavy-duty trucks, marine engines, locomotives and nonroad engines, equipment or vehicles used in construction, handling of cargo (including at a port or airport), agriculture, mining or energy production (including stationary generators and pumps).

Eligible entities include regional, state, local or tribal agencies (or intertribal consortia) or port authorities with jurisdiction over transportation or air quality, and nonprofit organizations or institutions that: a) represent or provide pollution reduction or educational services to persons or organizations that own or operate diesel fleets or b) have, as their principal purpose, the promotion of transportation or air quality.

## FUNDING / AWARDS

The total estimated funding for this competitive opportunity is approximately \$20 million, including all non-tribal and tribal awards. EPA regional offices will award the assistance agreements for projects resulting from this announcement. EPA anticipates awarding one to two non-tribal assistance agreements per Region from this announcement, subject to availability of funds, the quality of non-tribal proposals received, and other applicable considerations. EPA also anticipates awarding approximately 1-4 tribal assistance agreements nationally depending on the quantity and quality of tribal proposals received, funding and other applicable considerations. Funding will be in the form of cooperative agreements or grants.

### Summary of What EPA Will Fund

- **Verified Exhaust Control Technologies:** EPA will fund up to 100% of the cost of eligible verified technologies.
- **Engine Upgrades:** EPA will fund up to 50% of the cost of eligible engine upgrades.
- **Verified/Certified Cleaner Fuel Use:** EPA will fund the cost differential between the eligible cleaner fuels and conventional diesel fuels.
- **Verified Idle Reduction Technologies:** EPA will not fund stand-alone idle reduction technologies, except for idle reduction technologies on locomotives, shore connection systems and truck stop electrification technologies, as discussed below. EPA will fund up to 100% of the cost of an eligible, verified idle reduction technology if that technology is combined on the same vehicle with a new eligible verified exhaust control as described in Section I.B.2.a.1.
- **Locomotive Idle Reduction Technologies:** EPA will fund up to 50% of the cost of eligible idle reduction technologies on locomotives.
- **Shore Connection Systems and Truck Stop Electrification Technologies:** EPA will fund up to 25% of the cost of eligible shore connection systems and truck stop electrification technologies.
- **Verified Aerodynamic Technologies and Low Rolling Resistance Tires:** EPA will not fund stand-alone aerodynamic technologies or low rolling resistance tires. EPA will fund up to 100% of the cost of verified aerodynamic technologies or verified low rolling resistance tires if the technology is combined on the same vehicle with a new eligible verified exhaust control technology as described in Section I.B.2.a.1.
- **Certified Engine Repower:** EPA will fund up to 50% of the cost (labor and equipment) of an eligible engine repower.
- **Certified Vehicle/Equipment Replacement:**
  - A. Nonroad diesel vehicles and equipment - EPA will fund the incremental cost of a newer, cleaner vehicle or piece of equipment powered by a 2011 or newer model year certified nonroad diesel engine, up to 25% of the cost of an eligible replacement vehicle or piece of equipment.
  - B. Highway diesel vehicles and equipment - EPA will fund the incremental cost of a newer, cleaner vehicle or piece of equipment powered by a 2011 model year or newer certified highway heavy-duty diesel engine, up to 25% of the cost of an eligible replacement vehicle or piece of equipment (except for drayage vehicles; see below).
  - C. Drayage Truck Replacement - EPA will fund up to 50% of the cost of eligible drayage trucks with a 2007 model year or newer heavy-duty engine.

Pursuant to 42 USC 16132(d)(2), no funds awarded under this RFP shall be used to fund the costs of emission reductions that are mandated under federal law. This restriction does not apply to a mandate in a State Implementation Plan approved by the Administrator under the Clean Air Act. Voluntary or elective emission reduction measures shall not be considered “mandated”, regardless of whether the reductions are included in the State Implementation Plan.

TABLE OF CONTENTS	PAGE
I. Funding Opportunity Description.....	4
A. Background.....	4
B. Scope of Work.....	4
C. Linkage to EPA Strategic Plan and Anticipated Outputs/Outcomes.....	14
D. Supplementary Information.....	15
II. AWARD INFORMATION.....	15
A. Available Funding.....	15
B. Partial Funding.....	16
C. Project Period.....	16
D. Funding Type.....	16
E. Technology Compatibility.....	17
III. ELIGIBILITY INFORMATION.....	17
A. Eligible Entities.....	17
B. Cost-Share Requirement and Voluntary Cost-Share.....	17
C. Threshold Eligibility Criteria.....	19
D. Funding Restrictions.....	20
IV. PROPOSAL AND SUBMISSION INFORMATION.....	23
A. How to Obtain a Proposal Package.....	23
B. Proposal Submission.....	23
C. Content of Proposal Package.....	27
D. Submission Date and Time.....	28
E. Confidential Business Information.....	28
F. Pre-Proposal Assistance and Communications.....	28
G. Contracts, Subawards and Partnerships.....	29
V. PROPOSAL REVIEW INFORMATION.....	30
A. Evaluation Criteria.....	30
B. Review and Selection Process.....	33
C. Other Factors.....	33
VI. AWARD ADMINISTRATION INFORMATION.....	34
A. Award Notices.....	34
B. General Administrative and National Policy Requirements.....	34
C. CCR and DUNS Requirements.....	34
D. Reporting Requirement.....	35
E. Exchange Network.....	35
F. Disputes.....	35
G. Non-profit Administrative Capability.....	35
H. Program Income.....	36
I. Subaward and Executive Compensation Reporting.....	36
J. Useful References In Solicitation.....	36
K. Use of Grant Funds.....	36
L. Unpaid Federal Tax Liabilities and Felony Convictions.....	36
VII. AGENCY CONTACTS.....	36
Appendix A: Grants.gov Proposal Submission Instructions.....	37
Appendix B: Project Narrative Instructions, Format, and Content.....	40
Appendix C: Quantifying Environmental Outcomes Worksheet.....	47
Appendix D: DERA Program Priority Locations.....	49
Appendix E: Diesel Reduction Effectiveness.....	50
Appendix F: Public Health Benefits Determination.....	54
Appendix G: Proposal Submission Checklist.....	55

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Background**

Reducing emissions from diesel engines is one of the most important air quality challenges facing the country. In 2009, nationwide diesel emissions from mobile sources alone accounted for approximately 300,000 tons of directly emitted fine Particulate Matter (PM<sub>2.5</sub>) and 6.4 million tons of oxides of nitrogen (NO<sub>x</sub>), which contribute to the formation of ozone and additional fine particles. Despite EPA's diesel engine and fuel standards for new vehicles, the eleven million diesel engines already in use continue to emit large amounts of NO<sub>x</sub> and PM<sub>2.5</sub>, which contribute to serious public health problems, including asthma, lung cancer and various other cardiac and respiratory diseases. These problems result in thousands of premature deaths, millions of lost work days, and numerous other negative health impacts every year.

To protect public health and air quality by addressing these diesel emissions, the U.S. Environmental Protection Agency (EPA) established the National Clean Diesel Campaign (NCDC). NCDC promotes clean air strategies by working with manufacturers, fleet operators, air quality professionals, environmental and community organizations and state and local officials to reduce diesel emissions.

The Diesel Emissions Reduction Act (DERA), codified at 42 U.S.C. 16131 *et seq.*, authorizes EPA to offer funding assistance to eligible entities on a competitive basis. Fiscal Year (FY) 2008 was the inaugural year of funding for the DERA program, and since then EPA has awarded funds to over 500 projects to reduce diesel emissions nationwide. Specific information on these funded projects can be found at: [www.epa.gov/cleandiesel/projects/](http://www.epa.gov/cleandiesel/projects/).

### **B. Scope of Work**

The DERA program has gained significant insights into more effective ways to target diesel funding in order to produce the most diesel emission reductions possible in areas with significant air quality issues. This RFP reflects the experience and insights of previously funded projects, and includes refined and revised eligible diesel emission reduction solutions in Section I.B.2, funding restrictions in Section III.D and scoring criteria in Section V.A.

A single proposal may target multiple fleets, fleet types and/or diesel emission reduction solutions.

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.

Tribal applicants must submit their proposals to the EPA Office of Transportation and Air Quality (OTAQ) contact identified in Section IV.B.1 of this RFP, regardless of geographic project location, or electronically through grants.gov. Tribal proposals will be evaluated and selected by OTAQ. Tribal applicants may submit multiple proposals as long as each proposal is for a separate and distinct project and each proposal is submitted separately.

Non-tribal applicants can submit one (1) proposal to up to two (2) EPA Regional offices, for a total of two (2) proposals nationally as long as the proposals are for different projects and submitted separately. An applicant cannot submit more than one proposal for any region. If an applicant submits more than two (2) proposals to EPA, or more than one (1) proposal for a single region, the applicant will be contacted prior to EPA review of any of the proposals to determine which proposals the applicant will withdraw from the competition. Proposals must be submitted to the EPA Regional office which covers the geographic project location, or electronically

through grants.gov. The geographic boundaries for each EPA Regional office are defined below, and the EPA regional contacts for proposal submission are identified in Sections IV.B.1.a-i of this RFP. EPA Regions will only accept non-tribal proposals for projects located solely within that EPA Region.

EPA Regions 1-8 will each separately evaluate and select non-tribal proposals for projects located within their Region. EPA Regions 9 and 10 will jointly evaluate non-tribal proposals for projects located in Regions 9 or 10, but will develop separate ranking lists for the Region 9 and 10 proposals, and selections will be made separately by Regions 9 and 10 based on their separate ranking lists.

**1. Eligible Diesel Vehicles, Engines and Equipment:** Projects may include, but are not limited to, diesel emission reduction solutions from the following heavy-duty diesel emission source types:

- a. Buses;
- b. Medium-duty or heavy-duty trucks;
- c. Marine Engines;
- d. Locomotives; and
- e. Nonroad engines, equipment or vehicles used in:
  - 1) Construction;
  - 2) Handling of cargo (including at a port or airport);
  - 3) Agriculture;
  - 4) Mining; or
  - 5) Energy production (including stationary generators and pumps).

NOTE: More stringent standards for PM for heavy-duty diesel highway vehicles took effect in 2007 for post 2007 model year vehicles and engines. New EPA standards began being phased in, for nonroad engines, in 2008. Emission reductions from retrofits of post-2007 vehicles, engines and equipment will be considered, if the technologies, devices or systems proposed will achieve significant emission reductions beyond those required by EPA regulations at the time of engine certification.

**2. Eligible Diesel Emission Reduction Solutions:** Projects must include one or more of the following diesel emission reduction solutions that utilize a certified engine configuration and/or a verified technology. Additional information about the diesel emission reduction solutions listed below, as well as technical tips and important points to consider, is available at [www.epa.gov/cleandiesel/documents/420p11001.pdf](http://www.epa.gov/cleandiesel/documents/420p11001.pdf). **Technology changes may not be allowed after a proposal has been selected. If technology compatibility issues arise, EPA may elect to terminate the assistance agreement, at which time assistance funds must be returned to EPA.**

- a. **Verified Retrofit Technologies:** A “retrofit” project is defined broadly to include any technology, device, fuel or system that, when applied to an existing diesel engine, achieves emission reductions beyond what is currently required by EPA regulations at the time of the engine’s certification.

A list of eligible, EPA verified retrofit technologies is available at:

[www.epa.gov/cleandiesel/verification/verif-list.htm](http://www.epa.gov/cleandiesel/verification/verif-list.htm); a list of eligible, California Air Resources Board (CARB) verified retrofit technologies is available at: [www.arb.ca.gov/diesel/verdev/vt/cvt.htm](http://www.arb.ca.gov/diesel/verdev/vt/cvt.htm).

Technologies proposed for funding under this category must be specifically named on one of these lists at the time of proposal submission to EPA, and must only be used for the vehicle application specified on the list. The technologies include:

- 1) **Exhaust Controls:** Exhaust Controls include pollution control devices installed in the exhaust system (such as oxidation catalysts and particulate matter filters), or systems that include crankcase

emission control (like a closed crankcase filtration system). This funding can cover up to 100% of the cost (labor and equipment) for an eligible emission control. EPA suggests that each applicant requesting diesel particulate filters datalog all vehicles to be considered before the application is submitted, so that there is evidence that the fleets can accommodate the technology.

- 2) **Engine Upgrades:** Generally, an engine upgrade involves the removal of parts on a certified engine configuration and replacement with parts that cause the engine to represent an engine configuration which is certified to meet more stringent federal emission standards. Some engines are able to be upgraded to reduce their emissions by applying manufacturer upgrades that are retrofits verified by EPA or CARB as a package of components demonstrated to achieve specific levels of emission reductions. Some engines are able to be upgraded through the application of a “kit” that is used to rebuild the engine to represent an engine configuration which is certified to meet more stringent federal emission standards. Alternative fuel conversions that are accomplished by applying a certified alternative fuel conversion “kit” to an existing diesel engine are considered engine upgrades under this RFP. Engine upgrades may not be available for all engines, and not all upgrades may achieve an emissions benefit.

Funding can cover up to 50% of the cost (labor and equipment) of an eligible nonroad, locomotive or marine engine upgrade. Funding can cover up to 50% of the cost (labor and equipment) of an eligible on-highway alternative fuel conversion. To be eligible for funding, the upgrade must either be a verified retrofit as described above, or a “kit” that will result in an emissions benefit by rebuilding the engine to represent an engine configuration which is certified to meet more stringent federal emission standards. For an engine to be eligible for an upgrade, the engine must be currently operating and performing its intended function. EPA suggests that the application include a discussion of the availability of engine upgrades and indicate the pre- and post-project emission standard levels of the engines in order to demonstrate that the upgrade will result in an emissions benefit.

NOTE: Certified alternative fuel conversions are the only type of engine upgrade eligible for on-highway engines.

- 3) **Cleaner Fuels Use:** Cleaner fuels include, but are not limited to, biodiesel, diesel emulsions or additives verified by EPA or CARB, compressed natural gas, propane and other certified alternative fuels. For new or expanded use of a cleaner fuel, this funding can cover the cost differential between the cleaner fuel and conventional diesel fuel.
- b. **Verified Idle Reduction Technologies:** An idle reduction project is generally defined as the installation of a technology or device that reduces unnecessary idling of the main drive engine of diesel vehicles or equipment and/or is designed to provide services (such as heat, air conditioning, and/or electricity) to vehicles and equipment that would otherwise require the operation of the main drive engine while the vehicle is temporarily parked or remains stationary. The reduction in idling will conserve diesel fuel and must also lower emissions.

A list of EPA verified idle reduction technologies is available at: [www.epa.gov/smartway/technology/idling.htm](http://www.epa.gov/smartway/technology/idling.htm). Technologies proposed for funding under this category must be specifically named on this list, and may only be used for the vehicle application specified on the list. The technology categories include: Auxiliary power units and generator sets, battery air conditioning systems, thermal storage systems, electrified parking spaces (truck stop electrification), fuel operated heaters, shore connection systems and alternative maritime power, shore connection systems for locomotives, and automatic shutdown/start-up systems for locomotives.

Please note that technologies for the electrification of engines/vehicles/equipment other than those specifically listed above, cannot be considered verified idle reduction technologies, but may be eligible as a Repower (removal of a diesel engine and its replacement with an electric power source, see Section d, below) or a Replacement (replacement of a diesel powered engine/vehicle/equipment with an eligible electric engine/vehicle/equipment, see Section e, below).

- 1) **Verified Idle Reduction Technologies on Locomotives:** Funding can cover up to 50% of the cost (labor and equipment) of eligible verified idle reduction technologies on locomotives.
  - 2) **Shore Connection Systems and Electrified Parking Spaces:** Funding can cover up to 25% of the cost (labor and equipment) of eligible shore connection systems and electrified parking spaces.
  - 3) **All Other Verified Idle Reduction Technologies:** EPA will not fund stand-alone idle reduction technologies, except for use on locomotives, shore connection systems, or truck stop electrification technologies, as discussed above. This funding can cover up to 100% of the cost (labor and equipment) for all other eligible, verified idle reduction technologies, only if the technology is combined on the same vehicle with a new eligible verified exhaust control as described in Section I. B.2.a.1. For this RFP, auxiliary power units (APUs) and generators are not eligible for vehicles with 2007 model year or newer certified engine configurations on long haul Class 8 vehicles. Please note that APUs and generators are eligible for installation on long haul Class 8 vehicles with 2006 model year and older certified engine configurations.
- c. **Verified Aerodynamic Technologies and Verified Low Rolling Resistance Tires:** To improve fuel efficiency, long haul Class 8 trucks can be retrofitted with aerodynamic trailer fairings or the fairings can be provided as new equipment options. Certain tire models can provide a reduction in NOx emissions and fuel savings, relative to the “standard” new tires for long haul Class 8 trucks, when used on all axles.

A list of EPA verified aerodynamic technologies is available at:  
[www.epa.gov/smartway/technology/aerodynamics.htm](http://www.epa.gov/smartway/technology/aerodynamics.htm), and includes:

- 1) gap fairings that reduce the gap between the tractor and the trailer to reduce turbulence;
- 2) trailer side skirts that minimize wind under the trailer; and
- 3) trailer rear fairings that reduce turbulence and pressure drop at the rear of the trailer.

A list of EPA verified low rolling resistance tires is available at  
[www.epa.gov/smartway/technology/tires.htm](http://www.epa.gov/smartway/technology/tires.htm), and includes both dual tires and single wide tires (single wide tires replace the double tire on each end of a drive or trailer axle, in effect turning an "18" wheeler into a "10" wheeler). Low rolling resistance tires can be used with lower-weight aluminum wheels to further improve fuel savings, however aluminum wheels are not eligible for funding under this RFP.

EPA will not fund stand-alone aerodynamic technologies or low rolling resistance tires. This funding, however, can cover up to 100% of the cost (labor and equipment) for verified aerodynamic technologies or verified low rolling resistance tires installed on long haul Class 8 trucks, if combined on the same vehicle with the new installation of one or more of the Verified Exhaust Controls as described in Section I. B.2.a.1.

Note: Low rolling resistance tires are not eligible for funding where these types of tires have already been installed on the truck.



- d. Certified Engine Repowers:** “Repower” refers to replacing an existing engine with a newer, cleaner engine that is certified to a more stringent set of engine emission standards. Repower includes, but is not limited to, diesel engine replacement with an engine certified for use with a cleaner fuel and/or the replacement of a nonroad engine with a highway engine. All-electric (i.e zero emission) repowers do not require EPA or CARB certification. In order for a repower to be eligible, the repowered vehicle, engine or equipment must continue to perform the same function as before the repower. EPA suggests that the application also indicate the pre- and post- project standard emission levels of the engines to be repowered, in order to ensure that the repower will result in a net emissions reduction. This funding can cover up to 50% of the cost (labor and equipment) of an eligible engine repower. Please see Section III.B of this RFP for additional information on cost-share requirements.
- 1) For a repower that involves the replacement of an existing diesel propulsion engine with a stationary or auxiliary diesel powered electric generator (genset), the electric generator and the newer, cleaner engine comprising the genset are both eligible costs of the repower, subject to the cost-share requirement defined above.
  - 2) Repower of an existing genset involves replacing the existing diesel engine in the genset with a newer, cleaner engine. Only the newer, cleaner engine (labor and equipment) is an eligible cost of the repower, subject to the cost-share requirement defined above.
  - 3) Additional funding restrictions for repower projects are described in Section III.D.
  - 4) Repower Disposal Criteria: Repower projects are eligible for funding on the condition that the replaced engine is properly disposed of, which must include destruction of the engine block. Evidence of appropriate disposal, including the engine serial number, is required in a final assistance agreement report submitted to EPA. Drilling a hole in the engine block and manifold while retaining possession of the engine is an acceptable scrapping method. Other methods may be considered and will require prior EPA approval. If scrapped or salvaged engines are to be sold, program income requirements apply:
    - a) Nonroad Engines: The engine being replaced must be scrapped or rendered permanently disabled or returned to the original engine manufacturer for remanufacturing to a certified cleaner emission standard.
    - b) Highway Engines: The engine being replaced must be scrapped or rendered permanently disabled or returned to the original engine manufacturer for remanufacturing to MY 2007 or newer certified emission standards.
- e. Vehicle and Equipment Replacements:** Nonroad and highway diesel vehicles and equipment can be replaced under this program with newer, cleaner vehicles and equipment that operate on diesel or alternative fuels and use engines certified by EPA and, if applicable, CARB to meet a more stringent set of engine emission standards. Replacement projects can include the replacement of diesel vehicles/equipment with newer, cleaner diesel, electric, hybrid or alternative fuel vehicles/equipment. The replacement vehicle/equipment must be of the same type and similar gross vehicle weight rating or horsepower as the vehicle/equipment being replaced (e.g., a 300 horsepower bulldozer is replaced by a bulldozer of similar horsepower). The replacement vehicle/equipment must perform the same function as the vehicle/equipment that is being replaced (e.g., an excavator used to dig pipelines would be replaced by an excavator that continues to dig pipelines).
- 1) Nonroad diesel vehicles and equipment - This funding can cover the incremental cost of a newer, cleaner vehicle or piece of equipment powered by a 2011 model year or newer certified nonroad



engine, up to 25% of the cost of an eligible replacement vehicle/equipment. Nonroad engine emission standards are on EPA's website at: [www.epa.gov/otaq/standards/nonroad/index.htm](http://www.epa.gov/otaq/standards/nonroad/index.htm). Please see Section III.B for additional information on cost-share requirements.

- a) For stationary or auxiliary diesel powered electric generator (genset), replacement means the removal of the entire genset and its replacement with a newer, cleaner genset. The electric generator in a genset together with the newer, cleaner engine is an eligible cost of the replacement, subject to the cost-share requirement defined above.
- 2) Highway diesel vehicles and equipment - This funding can cover the incremental cost of a newer, cleaner vehicle or piece of equipment, powered by an engine certified to the 2011 model year or newer standards for highway heavy-duty engines, up to 25% of the cost of an eligible replacement vehicle/equipment (except for drayage vehicles; see section 4 below), that:
    - a) is particulate filter equipped (or catalyst equipped in the case of a compressed natural gas (CNG) engine); and
    - b) meets regulatory requirements for vehicles or equipment manufactured in 2011 or later.
  - 3) Replacements for Drayage Vehicles - EPA will fund up to 50% of the cost of eligible drayage trucks.
    - a) Definition of Drayage Truck: A "Drayage Truck" means any Class 8b in-use on-road vehicle with a gross vehicle weight rating (GVWR) of greater than 33,000 pounds operating on or transgressing through port or intermodal rail yard property for the purpose of loading, unloading or transporting cargo, such as containerized, bulk or break-bulk goods.
    - b) Vehicle Eligibility Requirements: EPA will fund up to 50% of the cost of eligible drayage trucks with a 2007 model year or newer heavy-duty engine equipped with a diesel particulate filter (or catalyst equipped in the case of a CNG engine).
    - c) Scrappage Requirements for Drayage Vehicles: The purchaser of the eligible drayage truck must scrap an existing drayage truck, following the Replacement Criteria described in Section I.B.2.e.5 below. If the proposal is selected for funding, the grant recipient will be required to establish guidelines to ensure that the scrapped vehicle has a history of operating on a frequent basis over the prior year as a drayage truck. For an example of sample guidelines, see page seven of the following PDF file: [www.panynj.gov/truckers-resources/pdf/TRP-Pre-Screening-Form.pdf](http://www.panynj.gov/truckers-resources/pdf/TRP-Pre-Screening-Form.pdf)
    - d) Drayage Operating Guidelines: If a proposal for the replacement of drayage trucks is selected for funding, the grant recipient will be required to establish guidelines to ensure that all drayage trucks purchased with grant funds are operated in a manner consistent with the definition of a drayage truck, as defined above. For an example of sample guidelines, see page seven of the following PDF file: [www.panynj.gov/truckers-resources/pdf/TRP-Pre-Screening-Form.pdf](http://www.panynj.gov/truckers-resources/pdf/TRP-Pre-Screening-Form.pdf)
    - e) Required/Scheduled Maintenance: EPA will fund the required/scheduled vehicle maintenance, as specified in the owner's manual, which is necessary to meet the warranty requirements for diesel particulate filters installed on drayage trucks. Funding for required maintenance is available for the duration of the project period.
  - 4) Replacement Criteria: Replacement projects are eligible for funding on the condition that the following criteria are satisfied:
    - a) The vehicle/equipment being replaced will be scrapped or rendered permanently disabled or returned to the original engine manufacturer for remanufacturing to a certified cleaner emission standard. Drilling a hole in the engine block and manifold and disabling the chassis while retaining possession of the vehicle/equipment is an acceptable scrapping method. Other methods may be considered and will require prior EPA approval. Equipment and vehicle components that are not part of the engine or chassis may be salvaged from the unit being replaced (e.g. plow blades, shovels, seats, tires, etc.). If scrapped or salvaged vehicles/parts are to be sold, program income requirements apply.

- b) Evidence of appropriate disposal (such as a photograph of the scrapped equipment), including engine serial number and vehicle identification number (VIN), is required in a final assistance agreement report submitted to EPA.
- c) Additional funding restrictions for replacement projects are described in Section III.D

**f. Repower and Replacement Restrictions:** This restriction applies to all repower and replacement projects as defined above in Sections d (Certified Engine Repowers) and e (Vehicle and Equipment Replacements) above. The following activities **are not eligible** for funding under this RFP:

- 1) Repowers or replacements that would have occurred through normal attrition are considered to be the result of normal fleet turnover and are not eligible for funding under this program. Normal attrition is generally defined as a replacement or repower that is scheduled to take place between now and the end of the project period. Normal attrition is typically defined by the vehicle or fleet owner's budget plan, operating plan, standard procedures, or retirement schedule. For example, if a school bus fleet typically retires vehicles after 20 years, a bus that is currently in its 18th or 19th year of service is not eligible for replacement. A bus that is currently in its 17th year of service and has three years of useful life remaining (as defined by the fleet's retirement schedule) is eligible for replacement.
- 2) The purchase of new vehicles or equipment to expand a fleet is not covered by this program.

**g. Requirements for Alternative Fuel Repowers and Upgrades:** Conventional, original equipment manufacturer (OEM) diesel vehicles that are altered to operate on propane, natural gas, methane gas, ethanol, or electricity are classified as aftermarket alternative fuel vehicle (AFV) conversions. AFV conversions that are accomplished by applying a certified alternative fuel conversion "kit" to an existing diesel engine are considered engine upgrades under this RFP. AFV conversions that are accomplished by removing and scrapping the existing diesel engine and fueling system and replacing it with a certified AFV engine configuration are considered a repower under this RFP. In the United States, all vehicle conversions (except pure battery electric vehicles) must meet applicable EPA standards. Vehicles operating in California must follow conversion rules issued by CARB.

EPA issues Certificates of Conformity that cover a "test group"—specific vehicle or engine models for certain model years that are modified to operate on an alternative fuel. An aftermarket conversion may only be performed on a vehicle if a Certificate of Conformity or CARB certification has been issued for that vehicle's test group. The EPA refers to a vehicle converter as a "small volume manufacturer." The vehicle converter holds the Certificate of Conformity. An individual or entity wishing to convert a vehicle to operate on an alternative fuel must go through a company or organization associated with a certificate holder, and the work must be performed by a licensed technician associated with that company. It is the responsibility of the certificate holder to ensure the equipment is properly installed. Only certified alternative fueled engines are acceptable, the EPA engine family must be documented, and all applicable regulatory procedures must be followed in the conversion.

**1. DERA National Programmatic Priorities:** The principal objective of the assistance under this program is to achieve significant reductions in diesel emissions in terms of tons of pollution produced and reductions in diesel emissions exposure from vehicles, engines and equipment operating in areas designated as poor air quality areas. All proposals will be evaluated to determine the extent and quality to which they meet the DERA national priorities, except tribes which will not be evaluated on the location priority, through the specific evaluation criteria described below and in Section V.

Under Section V, Criteria #4 - #5 of this RFP, all applicants will be evaluated on how well the proposed project meets these DERA national priorities. Non-tribal proposals will also be evaluated based on Criterion #3, the location of the project, with priority going to those projects operating in specified counties

or areas. A list of priority counties and areas can be found at: [www.epa.gov/cleandiesel/documents/fy12-county-area-list.pdf](http://www.epa.gov/cleandiesel/documents/fy12-county-area-list.pdf). These counties and areas were identified as priority locations for the DERA program because they are:

- a. in nonattainment or maintenance of national ambient air quality standards for a criteria pollutant;
- b. areas with toxic air pollutant concerns as identified from the National Air Toxics Assessment data;
- c. designated as Federal Class I areas (see Appendix D for additional information); and/or
- d. accepted to participate in EPA's Ozone Advance Program by the close of this RFP.

In addition, priority will be given to non-tribal projects located in areas that receive a disproportionate quantity of air pollution from diesel fleets, including truckstops, ports, rail yards, terminals, construction sites, school bus depots/yards, and distribution centers.

All proposals will also be evaluated on the project's effectiveness at reducing diesel emissions, based on the vehicle's remaining useful life and annual hours of operation (See Appendix E for additional information).

Finally, all proposals will be evaluated on the extent and quality to which the project maximizes public health benefits, uses a community-based multi-stakeholder collaborative process to reduce toxic emissions, and conserves diesel fuel.

- 2. Regional Significance:** This section only applies to non-tribal proposals. Tribal proposals do not have to address the Regional Significance factors and will not be evaluated based on them.

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.

The following Regional Significance factors highlight specific environmental issues that are focal points of the EPA regional office(s). Non-tribal proposals will be evaluated based on the extent and quality to which the proposed project advances the applicable goals and priorities listed below.

- a. Region 1 is accepting non-tribal proposals for projects located within Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.

Region 2 is accepting non-tribal proposals for projects located within New Jersey, New York, Puerto Rico and the U.S. Virgin Islands.

Non-tribal proposals submitted for projects located in Regions 1 and 2 will be evaluated based on the quality and extent to which the proposed project addresses one or more of the following items:

- 1) Demonstrates that a significant amount of emissions reduction benefits will occur in urbanized areas as defined by the U.S. Census Bureau. An "urbanized area" is a statistical geographic entity consisting of a densely settled core created from census tracts or blocks and contiguous qualifying territory that together have a minimum population of at least 50,000 persons. For more information, please see: "Urban Area Criteria for the 2012 Census", 76 FR 53030; Aug 24, 2011;
- 2) Advances one or more of the Northeast Diesel Collaborative priority sectors of municipal, transit, freight, construction, and ports. For more information, please see: [www.northeastdiesel.org](http://www.northeastdiesel.org);
- 3) Provides emissions benefits to multiple towns, cities or states;
- 4) Demonstrates the effective use of partnerships and describes the nature and extent of partnership activities, including partner letter(s) of commitment;

- 5) In addition to reducing emissions of black carbon, addresses climate change by either maximizing reductions of other greenhouse gases or by incorporating the proposed project as part of a larger strategy to address climate change; or
  - 6) Demonstrates an ability to extend or replicate benefits of the project in the future (sustainability).
- b. Region 3 is accepting non-tribal proposals for projects located within Delaware, Maryland, Virginia, Pennsylvania, West Virginia, and the District of Columbia.

Non-tribal proposals submitted for projects located in Region 3 will be evaluated based on the quality and extent to which the proposed project addresses one or more of the following items:

- 1) Provides emissions benefits to urban areas;
  - 2) Achieves and clearly quantifies fuel savings, greenhouse gas reductions (carbon dioxide and/or black carbon reductions), and diesel criteria pollutant reductions (particulate matter and/or nitrogen oxide reductions);
  - 3) Reduces emissions along interstate goods movement corridors; or
  - 4) Clearly demonstrates inclusion of community, neighborhood.
- c. Region 4 is accepting non-tribal proposals for projects located within Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee.

Non-tribal proposals submitted for projects located in Region 4 will be evaluated based on the quality and extent to which the proposed project addresses one or more of the following sector-specific priorities:

- 1) Green Corridors – promoting development of a Regional Green Corridors Program focusing on idle reductions and alternative fueling options for interstate trucking along I-95, I-75, I-20, or I-40 within EPA Region 4; or
  - 2) Nonroad – promoting retrofit and repower projects for non-construction related off highway projects (mining, forestry, agriculture, etc.).
- d. Region 5 is accepting non-tribal proposals for projects located within Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin.

Non-tribal proposals submitted for projects located in Region 5 will be evaluated based on the quality and extent to which the proposed project addresses all of the following items:

- 1) Demonstrates that most if not all of the emissions reductions benefits will occur in urban areas within Region 5;
  - 2) Leads to broader efforts and sustainable, larger scale projects and programs to further reduce diesel emissions; (i.e., leads to additional idle reduction policies/rules, construction specifications, or other additional clean diesel actions); and
  - 3) Actively supports clean diesel coalitions in each state to share information, work with interested fleets, and address specific geographic needs. To find out more about the Midwest clean diesel coalitions, see: [www.epa.gov/midwestcleandiesel](http://www.epa.gov/midwestcleandiesel).
- e. Region 6 is accepting non-tribal proposals for projects located within Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

Non-tribal proposals submitted for projects located in Region 6 will be evaluated based on the quality and extent to which the proposed projects address one or more of the following items:

- 1) Are in areas that have pollution levels that are approaching the National Ambient Air Quality Standards (NAAQS); or

- 2) Help minimize exposures and negative impacts to low income, or otherwise vulnerable communities who are more likely to suffer from higher rates of existing medical problems (including asthma, respiratory ailments, and heart conditions) which may be exacerbated by diesel pollution.

f. Region 7 is accepting non-tribal proposals for projects located within Iowa, Kansas, Missouri, Nebraska.

Non-tribal Proposals for projects located in Region 7 will be evaluated based on the quality and extent to which the proposed projects address one or more of the following items:

- 1) Provide, first and foremost, the greatest emission reduction and public health benefit to Region 7 communities;
- 2) Are in areas that have pollution levels that are approaching the NAAQS, particularly those located in low income, or otherwise vulnerable communities who are more likely to suffer from higher rates of existing medical problems (including asthma, respiratory ailments, and heart conditions) which may be exacerbated by diesel pollution;
- 3) Focus on municipal fleets (to include refuse trucks, school buses and county/city vehicles) and is a part of a broader plan to reduce idling through policy, outreach and/or driver training; or
- 4) Include an effective use of partnerships, describing the nature and extent of said partnerships.

g. Region 8 is accepting non-tribal proposals for projects located within Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming.

Non-tribal proposals for projects located in Region 8 will be evaluated based on the quality and extent to which the proposed project addresses one or more of the following items:

- 1) Promotes idle reduction strategies or technologies (e.g., auxiliary power units, engine preheaters, truck stop electrification, and other technologies);
- 2) Reduces diesel emissions from agricultural operations;
- 3) Provides innovative approaches to retrofit, repower, upgrade or replace nonroad construction equipment operating in urban areas *and* includes a plan to adopt or encourage the adoption of construction specifications similar to those created by the Northeast Diesel Collaborative ([www.northeastdiesel.org/pdf/NEDC-Construction-Contract-Spec.pdf](http://www.northeastdiesel.org/pdf/NEDC-Construction-Contract-Spec.pdf));
- 4) Reduces diesel emissions from rail *and* includes a plan to reduce rail idling;
- 5) Reduces diesel emissions associated with the oil and gas industry;
- 6) Protects children's health; or
- 7) Includes a plan to reduce idling through policy, outreach and/or driver training.

h. Region 9 is accepting non-tribal proposals for projects located within California, Arizona, Nevada, Hawaii, Guam, American Samoa and the Commonwealth of the Northern Mariana Islands.

Region 10 is accepting non-tribal proposals for projects located within Washington, Oregon, Idaho and Alaska.

Non-tribal proposals for projects in Regions 9 or 10 will be evaluated based on the quality and extent to which the proposed project addresses all of the following items:

- 1) Achieves and clearly quantifies fuel savings, greenhouse gas reductions (carbon dioxide and/or black carbon reductions) *and* diesel criteria pollutant reductions (particulate matter and/or nitrogen oxide reductions) through voluntary projects;
- 2) Reduces emissions along interstate and international goods movement corridors; and
- 3) Clearly demonstrates inclusion of community, neighborhood, and/or tribal organizations and extent of the current and future partnership activities, including partner letter(s) of commitment as appropriate.

## C. Linkage to EPA Strategic Plan and Anticipated Outputs/Outcomes

EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” requires that all assistance agreements be aligned with the Agency’s Strategic Plan. EPA requires that grant applicants and recipients adequately address environmental outputs and outcomes to be achieved under assistance agreements. Grantees will be expected to report progress toward the attainment of project outputs and outcomes during the performance period. Applicants will be evaluated on the effectiveness of their plan for tracking and measuring progress toward achieving anticipated outputs and outcomes.

EPA Order 5700.7, Environmental Results under Assistance Agreements, may be found at:  
[www.epa.gov/ogd/grants/award/5700.7.pdf](http://www.epa.gov/ogd/grants/award/5700.7.pdf).

- 1. Linkage to EPA Strategic Plan:** EPA’s Strategic Plan defines goals, objectives, and sub-objectives for protecting human health and the environment. Projects funded under this RFP will support Goal 1 of EPA’s 2011-2015 Strategic Plan, Take Action on Climate Change and Improve Air Quality; Objective 1.2: Improve Air Quality. Specifically, these projects will reduce emissions from diesel fleets, thereby reducing local and regional air pollution.

EPA’s Strategic 2011 - 2015 Strategic Plan may be found at:  
[www.epa.gov/planandbudget/strategicplan.html](http://www.epa.gov/planandbudget/strategicplan.html).

- 2. Outputs:** The term “output” means an environmental activity, effort and/or associated work product related to an environmental goal or objective that will be produced by a grantee during the funding period. Outputs may be quantitative or qualitative, but must be measurable during an assistance agreement funding period.

Expected outputs from the projects to be funded under this announcement include, but are not limited to:

- number of replaced or retrofitted engines/vehicles/equipment; and/or
- hours of idling reduced.

Other potential outputs may include, but are not limited to:

- adoption of an idle reduction policy;
- number of subawards; and/or
- dissemination of project/technology information via list serves, websites, journals and outreach events.

Progress reports and a final report will also be required outputs, as specified in Section VI.D of this RFP.

- 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, and may not necessarily be achievable within an assistance agreement funding period.

Expected outcomes from the projects to be funded under this announcement include, but are not limited to:

### Intermediate Outcomes:

- net reduction in annual pounds or tons of fine particulate matter (PM<sub>2.5</sub>), nitrogen oxides (NO<sub>x</sub>), greenhouse gases (GHG) such as carbon dioxide (CO<sub>2</sub>) and black carbon, and/or volatile organic compounds (VOCs); and/or

- net reduction in gallons of diesel fuel used.

#### End Outcomes:

- documented improved ambient air quality; and/or
- health benefits achieved (may be measured by numbers of illnesses, health care costs, or missed work/school days avoided, reduced mortality from air pollution). Monetary health benefits must be described consistent with the instructions provided in Appendix F.

Other potential outcomes may include, but are not limited to:

- changes in driver behavior regarding idling practices;
- an increased understanding of the environmental or economic effectiveness of the implemented technology;
- increased public awareness of project and results; and/or
- widespread adoption of the implemented technology.

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?

## **D. Supplementary Information**

The Diesel Emissions Reduction National Program (DERA) is authorized by Title VII, Subtitle G of the Energy Policy Act of 2005 (Public Law 109-58), as amended and reauthorized by the Diesel Emissions Reduction Act of 2010 (Public Law 111-364) and codified at 42 USC 16131 *et seq.*

## **II. AWARD INFORMATION**

### **A. Available Funding**

EPA anticipates awarding a total of approximately \$20 million under this announcement, subject to the availability of funds, the quality of proposals received, and other applicable considerations.

The amount of federal funding requested must fall within the eligible funding ranges specified below:

**Tribal Proposals:** Only proposals from eligible tribal agencies or intertribal consortia requesting EPA funding between \$30,000 and \$800,000 will be considered. It is anticipated that approximately 1-4 tribal assistance agreements will be made from this announcement.

**Non-Tribal Proposals:** It is anticipated that 1-2 assistance agreements will be made per Region from this announcement.

1. Region 1: Only non-tribal proposals requesting EPA funding between \$700,000 and \$1,400,000 will be considered.
2. Region 2: Only non-tribal proposals requesting EPA funding between \$1,000,000 and \$2,000,000 will be considered.



3. Region 3: Only non-tribal proposals requesting EPA funding between \$950,000 and \$1,900,000 will be considered.
4. Region 4: Only non-tribal proposals requesting EPA funding between \$1,050,000 and \$2,100,000 will be considered.
5. Region 5: Only non-tribal proposals requesting EPA funding between \$1,200,000 and \$2,400,000 will be considered.
6. Region 6: Only non-tribal proposals requesting EPA funding between \$950,000 and \$1,900,000 will be considered.
7. Region 7: Only non-tribal proposals requesting EPA funding between \$750,000 and \$1,500,000 will be considered.
8. Region 8: Only non-tribal proposals requesting EPA funding between \$650,000 and \$1,300,000 will be considered.
9. Region 9: Only non-tribal proposals requesting EPA funding between \$1,400,000 and \$2,700,000 will be considered.
10. Region 10: Only non-tribal proposals requesting EPA funding between \$600,000 and \$1,200,000 will be considered.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and other applicable considerations, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections.

In addition, EPA reserves the right to reject all proposals and make no awards under this announcement or to make fewer awards than anticipated.

## **B. Partial Funding**

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a project, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, thereby maintaining the integrity of the competition and selection process.

## **C. Project Period**

The estimated project period for awards resulting from this solicitation will begin on October 1, 2012, with an expected project completion date no later than September 30, 2014.

## **D. Funding Type**

The funding for selected projects will be in the form of a grant or cooperative agreement. Cooperative agreements permit substantial involvement between EPA and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects will be in the form of technical assistance, development of outputs, and oversight. Specifically, substantial federal

involvement will take the form of monitoring the project by EPA during the project period; participation and collaboration between EPA and the recipient in program content; review of project progress; and quantification and reporting of results.

### **E. Technology Compatibility**

Technology changes may not be allowed after a proposal has been selected. If technology compatibility issues arise, EPA may elect to terminate the assistance agreement, at which time assistance funds must be returned to EPA.

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Entities**

Under this solicitation, only the following entities are eligible to apply for assistance, in accordance with 42 U.S.C. 16131 and CFDA 66.039:

1. A regional, State, local or tribal agency (or intertribal consortium) or port authority with jurisdiction over transportation or air quality.
2. A nonprofit organization or institution that:
  - a. represents or provides pollution reduction or educational services to persons or organizations that own or operate diesel fleets; or
  - b. has, as its principal purpose, the promotion of transportation or air quality.

School districts, municipalities, metropolitan planning organizations (MPOs), cities and counties are all eligible entities under this assistance agreement program to the extent that they fall within the definition above.

Non-profit organization, as defined by the Office of Management and Budget (OMB) Circular A-122, located at 2 CFR Part 230, means any corporation, trust, association, cooperative, or other organization which is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest, is not organized primarily for profit, and uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" includes non-profit institutions of higher education and hospitals. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

Federally recognized Indian tribal governments are defined as any Indian tribe, band, nation, or other organized group or community (including Native villages) certified by the Secretary of the Interior as eligible for the special programs and services provided by him through the Bureau of Indian Affairs as well as any organization or intertribal consortium that represents federally recognized tribes.

For the purposes of this RFP, "intertribal consortium" is defined as a partnership between two or more tribes that is authorized by the governing bodies of those tribes to apply for and receive assistance under this program. Intertribal consortia are eligible to receive assistance under this program only if the consortium demonstrates that all members of the consortium meet the eligibility requirements for the program and authorize the consortium to apply for and receive assistance by submitting to EPA documentation of (1) the existence of the partnership between Indian tribal governments, and (2) authorization of the consortium by all its members to apply for and receive the assistance.

### **B. Cost-Share Requirement and Voluntary Cost-Share**

Any form of cost-share, mandatory or voluntary, must be included in the Budget Detail portion of the Work Plan, and the proposal must describe how the applicant will obtain the cost-share and how the cost-share funding will be used. Applicants may use their own funds or other sources for cost-share if the standards of 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. If the proposed cost-share is to be provided by a project partner, a letter of commitment is required. Only eligible and allowable costs may be used for cost-share. Other federal grants may not be used as cost-share under this RFP.

- 1. Mandatory Cost-Share Requirement:** Projects involving engine upgrades, certain idle reduction technologies, shore connection systems, truck stop electrification technologies, certified engine repowers, or certified vehicle/equipment replacements, as defined in Sections I.B.2.a, b, d and e of this RFP, are subject to the following funding limitations and mandatory cost-share requirements:
  - a. Engine Upgrades: EPA will fund up to 50% of the cost (labor and equipment) of an eligible engine upgrade (i.e. applicants are responsible for cost-sharing at least 50% of the cost of an eligible engine upgrade).
  - b. Idle Reduction Technologies on Locomotives: EPA will fund up to 50% of the cost (labor and equipment) of an eligible idle reduction technology on a locomotive (i.e. applicants are responsible for cost-sharing at least 50% of the cost of an eligible idle reduction technology on a locomotive).
  - c. Shore Connection Systems and Truck Stop Electrification Technologies: EPA will fund up to 25% of the cost (labor and equipment) of an eligible shore connection system or truck stop electrification technology (i.e. applicants are responsible for cost-sharing at least 75% of the cost of an eligible shore connection system or truck stop electrification technology).
  - d. Certified Engine Repower: EPA will fund up to 50% of the cost (labor and equipment) of an eligible engine repower (i.e. applicants are responsible for cost-sharing at least 50% of the cost of an eligible engine repower).
  - e. Certified Vehicle/Equipment Replacement:
    - 1) Nonroad diesel vehicles and equipment - EPA will fund the incremental cost of a newer, cleaner vehicle or piece of equipment powered by a 2011 model year or newer certified nonroad diesel engine, up to 25% of the cost of an eligible replacement vehicle or piece of equipment (i.e. applicants are responsible for cost-sharing at least 75% of the cost of an eligible replacement vehicle or piece of equipment).
    - 2) Highway diesel vehicles and equipment – EPA will fund the incremental cost of a newer, cleaner vehicle or piece of equipment powered by an engine certified to the 2011 model year or newer standards for highway heavy-duty diesel engines, up to 25% of the cost of an eligible replacement vehicle/equipment (i.e. applicants are responsible for cost-sharing at least 75% of an eligible replacement vehicle or piece of equipment).
    - 3) Drayage Vehicle Replacement: EPA will fund up to 50% of the cost of eligible drayage trucks with a 2007 model year or newer heavy duty engine equipped with a diesel particulate filter (or diesel oxidation catalyst in the case of a CNG engine). (i.e. applicants are responsible for cost-sharing at least 50% of an eligible drayage replacement vehicle).

Proposals that include projects to which these mandatory cost-share requirements apply must demonstrate, by the proposal submission date, on the SF-424 Application for Federal Assistance, on the SF-424A Budget Information, and in the project narrative how the applicant will be able to meet these minimum mandatory cost-share requirements if they are selected for an award, **or the proposal may be disqualified during the threshold eligibility review.** Specifically, the mandatory cost-share funds must be indicated in at least one of the following blocks in Section 18, Estimated Funding, on the SF-424: b. Applicant; c. State; d. Local; or e. Other. The mandatory cost-shared funds must also be indicated in Section A, Section B line 6.d, and Section C of the SF-424A.

There is no requirement for a cost-share contribution from applicants for projects involving Verified Emission Control Technologies as defined in Section I.B.2.a.1.

2. **Voluntary Cost-Share:** While it is not required that an applicant provide a voluntary cost-share (or overmatch if a mandatory cost share applies) beyond EPA’s funding and/or any mandatory cost-share as described above, applicants may provide a voluntary cost-share or overmatch to improve the environmental outputs and outcomes of the project. Applicants should follow the instructions in Appendix C of this announcement for quantifying the environmental outcomes of the project. Providing a voluntary cost-share or overmatch may affect an applicant’s evaluation under criterion number 2 in Section V of this RFP, “Results – Outcomes and Outputs.”

If proposed, the voluntary cost-share or overmatch funds must be indicated in at least one of the following blocks in Section 18, Estimated Funding, on the SF-424: b. Applicant; c. State; d. Local; or e. Other. The voluntary cost-shared funds must also be indicated in Sections A-C of the SF-424A. **If EPA accepts an offer for a voluntary cost-share or overmatch, applicants must meet this funding commitment as a legal condition of receiving EPA funding.** The recipient is legally obligated to meet any proposed voluntary cost-share or overmatch that is included in the approved project budget because the grant agreement includes the voluntary cost-share or overmatch. If an applicant proposes a voluntary cost-share or overmatch, the following apply:

- a. A voluntary cost-share or overmatch is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- b. A voluntary cost-share or overmatch may only be met with eligible and allowable costs.
- c. The recipient may not use other sources of federal funds to meet a voluntary cost-share or overmatch unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost-share requirement on a federal grant.
- d. The recipient is legally obligated to meet any proposed voluntary cost-share or overmatch that is included in the approved project budget. If it does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

### C. Threshold Eligibility Criteria

Only proposals from eligible applicants (see Section III.A of this RFP) that meet all of these threshold eligibility criteria by the time of proposal submission will be evaluated against the ranking criteria in Section V of this RFP. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

#### 1. Proposal Content and Submission

- a. Proposals must substantially comply with the proposal submission instructions and proposal content requirements set forth in Section IV and Appendix B of this RFP or else they will not be reviewed.
- b. Where a page limit is expressed in Section IV of this RFP with respect to the Project Narrative, pages in excess of the page limitation will not be reviewed.
- c. Proposals must be received by EPA or grants.gov through one of the specified methods in Section IV of this RFP on or before the submission deadline published in Section IV of this RFP. Proposals received after the deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [www.grants.gov](http://www.grants.gov). For hard copy submissions, where Section IV of this RFP requires proposal receipt by a specific person/office by the deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with the EPA regional contact

identified in Section IV of this RFP as soon as possible after the deadline; failure to do so may result in your proposal not being reviewed.

- d. **Hard copy proposals will only be accepted via an express delivery service. Proposals will NOT be accepted via fax, standard 1st class mail delivery by U.S. Postal Service, or hand delivery.**
2. Proposals that do not include one or more of the eligible diesel emissions reduction solutions set forth in Section I.B.2 of this RFP are not eligible and will not be reviewed.
3. Proposals which request EPA assistance funds below or in excess of the applicable regional amounts specified in Section II.A of this RFP are not eligible and will not be reviewed.
4. Non-tribal applicants can submit one (1) proposal to up to two (2) EPA Regional offices, for a total of two (2) proposals nationally as long as they are for different projects and submitted separately. An applicant cannot submit more than one proposal for any region. If an applicant submits more than two (2) proposals to EPA, or more than one (1) proposal for a single region, the applicant will be contacted prior to EPA review of any of the proposals to determine which proposal(s) the applicant will withdraw from the competition. A single proposal may target multiple fleets, fleet types and/or diesel emission reduction solutions.
5. Proposals must support Goal 1 of EPA's 2011-2015 Strategic Plan, Goal 1 of EPA's 2011-2015 Strategic Plan, Take Action on Climate Change and Improving Air Quality; Objective 1.2: Improve Air Quality. (See Section I. C.)

#### **D. Funding Restrictions**

If a submitted proposal includes the following ineligible activities, that portion of the proposal will be ineligible for funding and may render the entire proposal ineligible for funding.

1. **Restriction for Mandated Measures:** Pursuant to 42 U.S.C. 16132(d)(2), no funds awarded under this RFP shall be used to fund the costs of emission reductions that are mandated under federal law. The restriction applies when the mandate takes effect (the effective date) for any affected vehicles, engines or equipment. This restriction does not apply to a mandate in a State Implementation Plan approved by the Administrator under the Clean Air Act. Voluntary or elective emission reduction measures shall not be considered "mandated," regardless of whether the reductions are included in the State Implementation Plan.

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:

- a. will be implemented prior to the effective date of the mandate; and/or
- b. will not be used to satisfy the mandate, but are in excess of (above and beyond) those required by the applicable mandate.

If applicable, emission reduction benefits shall only be calculated for the period preceding the effective date or compliance deadline. Please see Appendix C for instructions on calculating emission reductions.

Note: Engines and equipment that are subject to the remanufacture requirements of the locomotive and marine rule, "Control of Emissions of Air Pollution from Locomotives and Marine Compression-Ignition Engines Less than 30 liters per Cylinder," will not be considered for funding under this RFP if the repower, upgrade or technology installation is required under either the locomotive or marine regulation.

For more information and to determine if your locomotive or marine vehicle is subject to the rule, please see: [www.epa.gov/otaq/locomotives.htm](http://www.epa.gov/otaq/locomotives.htm) and [www.epa.gov/cleandiesel/documents/fy12-marine-rule-flowchart.pdf](http://www.epa.gov/cleandiesel/documents/fy12-marine-rule-flowchart.pdf).

2. No funds awarded under this RFP shall be used for matching funds for other federal grants, lobbying, or intervention in federal regulatory or adjudicatory proceedings, and cannot be used to sue the Federal Government or any other government entity.
3. No funds awarded under this RFP shall be used for retrofit technologies on EPA's or CARB's, "Formerly Verified Technologies" lists. EPA's formerly verified list can be found at: [www.epa.gov/cleandiesel/verification/deleted-list.htm](http://www.epa.gov/cleandiesel/verification/deleted-list.htm), and CARB's formerly verified lists can be found at: [www.arb.ca.gov/diesel/verdev/vt/fv1.htm](http://www.arb.ca.gov/diesel/verdev/vt/fv1.htm), [www.arb.ca.gov/diesel/verdev/vt/fv2.htm](http://www.arb.ca.gov/diesel/verdev/vt/fv2.htm), and [www.arb.ca.gov/diesel/verdev/vt/fv3.htm](http://www.arb.ca.gov/diesel/verdev/vt/fv3.htm). No funds awarded under this RFP shall be used for idle reduction technologies on EPA's "Previously Verified Idle Reduction Technologies" list that can be found at: [www.epa.gov/smartway/technology/idling.htm](http://www.epa.gov/smartway/technology/idling.htm). No funds awarded under this RFP shall be used for technologies on the Emerging Technologies list which can be found at: [www.epa.gov/cleandiesel/verification/emerg-list.htm](http://www.epa.gov/cleandiesel/verification/emerg-list.htm).
4. No funds awarded under this RFP shall be used for emissions testing and/or air monitoring activities (including the acquisition cost of emissions testing equipment), or research and development.
5. No funds awarded under this RFP shall be used for fueling infrastructure, such as that used for the production and/or distribution of biodiesel, compressed natural gas, liquefied natural gas, and or other fuels.
6. Low rolling resistance tires may be used with lower-weight aluminum wheels to further improve fuel savings; however, no funds awarded under this RFP shall be used for the purchase of aluminum wheels.
7. No funds awarded under this RFP shall be used for the purchase of low rolling resistance tires or advanced aerodynamic technologies if similar technologies have previously been installed on the truck or trailer.
8. No funds awarded under this RFP shall be used for the purchase of APUs or generators for vehicles with 2007 or newer certified engine configurations on long haul Class 8 vehicles.
9. No funds awarded under this RFP shall be used to retrofit, repower or replace a bus, medium-duty, or heavy-duty highway vehicle that is a model year 1988 vehicle or older.
10. No funds awarded under this RFP shall be used to retrofit, repower or replace a nonroad engine or equipment that has less than seven years of useful life remaining. A table distinguishing which nonroad engine model years EPA has determined to have at least seven years of useful life remaining, based on the type and age of vehicle, can be found at [www.epa.gov/cleandiesel/documents/fy12-nonroad-remaining-useful-life.pdf](http://www.epa.gov/cleandiesel/documents/fy12-nonroad-remaining-useful-life.pdf).
11. No funds awarded under this RFP shall be used to repower or replace nonroad Tier 0 (unregulated) engines to a nonroad Tier 1 engine standard or from a Tier 2 nonroad engine standard to a Tier 3 nonroad engine standard. Refer to Table 1 for further explanation.

**Table 1: Nonroad Engine Funding Restrictions**

		<b>Repowered or Replaced Engine and Equipment Tier Level</b>				
		Tier 0 / Unregulated	Tier 1	Tier 2	Tier 3	Tier 4
<b>Original Engine and Equipment Tier Level</b>	Tier 0 / Unregulated	No	No	Yes	Yes	Yes
	Tier 1	No	No	Yes	Yes	Yes
	Tier 2	No	No	No	No	Yes
	Tier 3	No	No	No	No	Yes

12. No funds awarded under this RFP shall be used to repower or replace Tier 3 marine engines. Refer to Table 2 for further explanation.

**Table 2: Marine Engines Funding Restrictions**

		<b>Repowered or Replaced Engine and Equipment Tier Level</b>			
		Tier 0 / Unregulated	Tier 1	Tier 2	Tier 3
<b>Original Engine and Equipment Tier Level</b>	Tier 0 / Unregulated	No	Yes	Yes	Yes
	Tier 1	No	No	Yes	Yes
	Tier 2	No	No	No	Yes
	Tier 3	No	No	No	No

13. No funds awarded under this RFP shall be used to upgrade, repower or replace locomotives other than from a Tier 0 or Tier 1 nonroad engine standard to a Tier 2 or Tier 3 nonroad engine standard as well as from a Tier 2 to a Tier 3 for switch locomotives only. Refer to Table 3 for further explanation.



**Table 3: Locomotive Engines Funding Restrictions**

		<b>Repowered or Replaced Engine and Equipment Tier Level</b>			
		<b>Tier 0 / Unregulated</b>	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<b>Original Engine and Equipment Tier Level</b>	<b>Tier 0 / Unregulated</b>	No	No	Yes	Yes
	<b>Tier 1</b>	No	No	Yes	Yes
	<b>Tier 2</b>	No	No	No	Yes*
	<b>Tier 3</b>	No	No	No	No

\* Applies to switcher locomotives only.

**14.** No funds awarded under this RFP shall be used for marine shore connection system projects that are expected to be utilized less than 2,000 MW-hr/year.

**15.** No funds awarded under this RFP shall be used for locomotive shore connection system projects that are expected to be utilized less than 1,000 hours/year.

**IV. PROPOSAL AND SUBMISSION INFORMATION**

**A. How to Obtain a Proposal Package**

Applicants can download the individual grant application forms (Application for Federal Assistance SF-424, and Budget Information for Non-Construction Programs SF-424A) from EPA’s Office of Grants and Debarment website at: [www.epa.gov/ogd/AppKit/application.htm](http://www.epa.gov/ogd/AppKit/application.htm).

Please refer to the Proposal Submission Checklist in Appendix G to ensure that all required information is included in your proposal package.

To obtain a hard copy of materials, please call 1-877-NCDC-FACTS (1-877-623-2322) or email [cleandiesel@epa.gov](mailto:cleandiesel@epa.gov).

**B. Proposal Submission**

A single proposal may target multiple fleets, fleet types and/or diesel emission reduction solutions.

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.

Tribal applicants must submit their proposals to the EPA Office of Transportation and Air Quality (OTAQ) contact identified in Section IV.B.1.a below, or electronically through grants.gov, regardless of geographic

project location. Tribal proposals will be evaluated and selected by OTAQ. Tribal applicants may submit multiple proposals as long as each proposal is for a separate and distinct project and each proposal is submitted separately.

Non-tribal applicants must submit their proposal to the EPA regional office which covers the geographic project location and as identified below, or electronically through [grants.gov](http://grants.gov). EPA Regions 1-10 will only accept non-tribal proposals for projects located solely within that EPA Region.

Non-tribal applicants can submit one proposal to no more than two EPA regional offices, for a total of no more than two (2) proposals nationally as long as they are for different projects and submitted separately. An applicant cannot submit more than one proposal for any region. If an applicant submits more than two (2) proposals to EPA, or more than one (1) proposal for a single region, the applicant will be contacted prior to EPA review of any of the proposals to determine which proposals the applicant will withdraw from the competition.

All applicants have the following options to submit their proposals: a) Electronically through email to the specified EPA contact listed below, b) hard copy by express delivery service to the specified EPA contact listed below, or c) electronically through [www.grants.gov](http://www.grants.gov) as explained in Appendix A. All proposals must be prepared, and include the information, as described below in Section IV.C “Content of Proposal Package,” regardless of mode of transmission.

**Proposals will NOT be accepted via fax, standard 1st class mail delivery by U.S. Postal Service, or hand delivery.**

All proposals must be prepared, and include the information, as described in Section IV.C of this RFP, regardless of mode of submission. Each proposal should have the EPA region in which the project is taking place clearly listed on the cover page.

**1. Electronic Email Submission:** Please send an email containing an Adobe pdf file of all required application package materials, including signed and completed SF 424 and SF 424A forms. Emails must be addressed to the appropriate EPA contact identified below and include, “Clean Diesel Funding Proposal – [name of applicant]” in the subject line. All email submissions of complete proposal packages must be **received** by the appropriate EPA contact listed below by Monday, June 4, 2012, 4:00 p.m. local time.

Please note that if you choose to submit your materials via email, you are accepting all risk attendant to email submissions, including server delays. Email submissions exceeding 15MB will experience transmission delays. EPA advises applicants to send email submissions at least 48 hours prior to the deadline to ensure timely receipt, or to submit any proposal packages exceeding 15MB via hardcopy. Proposal packages received after the submission deadline will not be considered for funding.

#### **Proposal Submission Contacts:**

##### **Tribal Proposals:**

**a. Rosalva Tapia**

U.S EPA OTAQ - 347G

1310 L Street, NW

Washington, DC 20005

Email: [tribal\\_clean\\_diesel@epa.gov](mailto:tribal_clean_diesel@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m EDT.

Note: All proposals submitted by tribal applicants must be submitted to the OTAQ contact listed here, regardless of geographic location of the project.

**Non-Tribal Proposals:**

**b. Region 1:** Gary Rennie

U.S. EPA Region 1  
5 Post Office Square  
Mail Code: OEP05-2  
Boston, MA 02109-3912

Email: [rennie.gary@epa.gov](mailto:rennie.gary@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m EDT.

**c. Region 2:** Matthew Laurita

U.S. EPA Region 2  
290 Broadway, Floor 25  
New York, NY 10007

Email: [Region2\\_Clean\\_Diesel@epa.gov](mailto:Region2_Clean_Diesel@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m EDT.

**d. Region 3:** Bill Jones

U.S. EPA Region 3  
Air Protection Division (3AP50)  
1650 Arch Street  
Philadelphia, PA 19103

Email: [jones.bill@epa.gov](mailto:jones.bill@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m EDT.

**e. Region 4:** Alan Powell

U.S. EPA Region 4  
Air, Pesticides and Toxics Management Division  
61 Forsyth St., SW  
Atlanta, GA 30303

Email: [R4CleanDiesel@epa.gov](mailto:R4CleanDiesel@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m EDT.

**f. Region 5:** Pamela Blakley

U.S. EPA Region 5  
77 West Jackson Blvd., A-18J  
Chicago, IL 60604

Email: [mcdi@epa.gov](mailto:mcdi@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m CST.

**g. Region 6:** Gloria Vaughn (6PD)

U.S. EPA Region 6  
1445 Ross Avenue, Suite 1200  
Dallas, TX 75202-2733

Email: [BSCDERA@epa.gov](mailto:BSCDERA@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m CDT.

**h. Region 7:** Greg Crable

U.S. EPA Region 7  
Air Waste Management Division – APDB  
901 N. 5<sup>th</sup> Street  
Kansas City, KS 66101  
Email: [crable.gregory@epa.gov](mailto:crable.gregory@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m. CDT.

**i. Region 8:** Rebecca Russo

U.S. EPA Region 8  
Mailcode: 8P-AR  
1595 Wynkoop St.  
Denver, CO 80202  
Email: [russo.rebecca@epa.gov](mailto:russo.rebecca@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m MDT.

**j. Region 9:** Romie Duarte

EPA Region 9  
U.S. EPA Region IX, Southern CA Office  
600 Wilshire Blvd., Suite 1460  
Los Angeles, CA 90017  
Email: [dieselgrants@epa.gov](mailto:dieselgrants@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m PDT.

**k. Region 10:** Romie Duarte

EPA Region 9  
U.S. EPA Region IX, Southern CA Office  
600 Wilshire Blvd., Suite 1460  
Los Angeles, CA 90017  
Email: [dieselgrants@epa.gov](mailto:dieselgrants@epa.gov)

All proposal packages must be received by Monday, June 4, 2012, 4:00 p.m PDT.

Note: Since there will be a joint Region 9 and 10 review panel, Region 10 proposals must be sent to the same Region 9 contact listed above. EPA Regions 9 and 10 will jointly evaluate non-tribal proposals for projects that take place in Regions 9 or 10 but will develop separate ranking lists for the Region 9 and 10 proposals and selections will be separately made by Regions 9 and 10.

- 2. Hard Copy Submission:** Hard copy submissions must be sent using an express delivery service, such as FedEx, UPS, DHL, etc., to the appropriate EPA contact mailing address listed above. Please provide one original of the proposal package (including signed and completed SF-424 and SF-424A forms), as well as two photocopies of the complete proposal package. Binders or spiral binding will not be accepted. All hard copies of proposal packages must be **received** by the appropriate headquarters (for Tribal Proposals) or EPA regional contact listed above by Monday, June 4, 2012, 4:00 p.m. local time.

**3. Grants.gov Submission: Please see Appendix A, Grants.gov Submission Instructions**

Proposal Submission Deadline: Your organization's authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov ([www.grants.gov](http://www.grants.gov)) no later than Monday, June 4, 2012, 4:00 p.m. eastern daylight time (EDT).

Applicants are advised that they must send in their proposals through one, and only one, of the three methods identified above by the submission deadline. The same proposal should not be submitted through different means. In addition, if an applicant submits a proposal before the submission deadline and then wants to revise it and resubmit it before the submission deadline, then it must indicate that the resubmittal replaces the original submission.

### C. Content of Proposal Package

The proposal package *must* include all of the following materials:

#### 1. Grant Application Forms:

- a. **Standard Form (SF) 424, Application for Federal Assistance.** Complete the form (available at: [www.epa.gov/ogd/forms/forms.htm](http://www.epa.gov/ogd/forms/forms.htm)). Please be sure to include the Applicant organization fax number and email address in Block 5 of the Standard Form 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

- b. **Standard Form (SF) 424A , Budget Information.** Complete the form (available at: [www.epa.gov/ogd/forms/forms.htm](http://www.epa.gov/ogd/forms/forms.htm)). There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

2. **Project Narrative:** The Project Narrative must substantially comply with the specific instructions, format and content as defined in **Appendix B**. The Project Narrative includes the following components:

- a. Cover Page
- b. Work Plan (Sections 1-9)

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. A sample format for the Project Narrative may be downloaded at: [www.epa.gov/cleandiesel/documents/fy12-sample-project-narrative.doc](http://www.epa.gov/cleandiesel/documents/fy12-sample-project-narrative.doc).

3. **Applicant Fleet Description:** This information does not count toward the 10-page limit. The purpose of the Applicant Fleet Description is to describe in detail the specific vehicles and engines targeted for emission reductions under the proposed project. Applicants must describe the fleet(s) targeted for the proposed project, including: target fleet type (e.g., school bus, port, construction, delivery truck, transit bus, locomotive, refuse hauler, utility vehicle, long haul truck, agriculture, mining, marine, other), number of vehicles, vehicle class, model year, retrofit year, chosen technology, current fuel type, amount of fuel used, annual miles travelled or annual usage rate, etc. **Applicants may refer to information in the applicant fleet description to demonstrate how the proposal addresses Section V, Criterion #4, Programmatic Priority- Diesel Reduction Effectiveness (see Appendix E for additional information). Applicants will be scored under Section V, Criterion #10, Applicant Fleet Description, on the degree to which detailed information is provided within the Applicant Fleet Description.** This information may be presented in a

table format. A sample format for the Applicant Fleet Description may be downloaded at: [www.epa.gov/cleandiesel/documents/fy12-afd-sample.xls](http://www.epa.gov/cleandiesel/documents/fy12-afd-sample.xls).

4. **Cost-Share Commitment Letters:** If applicable, project partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed cost-share. This information does not count towards the 10-page limit.
5. **Optional Attachments:** These are not included in the 10-page limit.
  - a. Resumes: Provide resumes or curriculum vitae for all principal investigators and any other key personnel.
  - b. Letters of Support: Specifically indicate how supporting organizations will assist in the project. Please limit your letters of support to three.

#### **D. Submission Dates and Time**

All hard copies of proposal packages must be received by the appropriate EPA contact defined in Section IV.B.1 of this RFP by Monday, June 4, 2012, 4:00 p.m. local time in order to be considered for funding. All email submissions of proposal packages must be received via email by the appropriate EPA contact defined in Section IV.B.1 of this RFP by Monday, June 4, 2012, 4:00 p.m. local time in order to be considered for funding. All [www.grants.gov](http://www.grants.gov) submissions of proposal packages must be received electronically through Grants.gov ([www.grants.gov](http://www.grants.gov)) by Monday, June 4, 2012, 4:00 p.m. EDT in order to be considered for funding.

#### **E. Confidential Business Information**

EPA recommends that you do not include confidential business information (“CBI”) in your proposal/application. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

The Agency protects competitive proposals/applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

#### **F. Pre-Proposal Assistance and Communications**

All applicants are encouraged to review the Frequently Asked Questions (FAQ) document posted at [www.epa.gov/cleandiesel/prgnational.htm](http://www.epa.gov/cleandiesel/prgnational.htm) for further clarification of this Request for Proposals.

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the content of their proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

Non-tribal applicants may email written questions to: [cleandiesel@epa.gov](mailto:cleandiesel@epa.gov). Please type “RFP Question” in the subject line of your email. All questions and answers will be posted in the FAQ document at [www.epa.gov/cleandiesel/prgnational.htm](http://www.epa.gov/cleandiesel/prgnational.htm).



Tribal applicants may email written questions to [tribal\\_clean\\_diesel@epa.gov](mailto:tribal_clean_diesel@epa.gov). Please type "Tribal RFP Question" in the subject line of your email. All questions and answers will be posted in the FAQ document at [www.epa.gov/cleandiesel/prgnational.htm](http://www.epa.gov/cleandiesel/prgnational.htm).

All questions submitted via email by 5:00 pm eastern daylight time (EDT) each Friday during the RFP open period will be answered and posted in the FAQ document the following week. The deadline for submitting questions via email is Wednesday, May 23, 2012 at 5:00 pm EDT. The estimated final posting of the FAQ document will be Tuesday, May 29, 2012 at 5:00 pm EDT.

In addition, EPA will host three Information Sessions regarding this Request for Proposals via webinar, based on the schedule below. EPA will attempt to answer any appropriate questions in these public forums. Registration information for all three webinars can be found at: [www.epa.gov/cleandiesel/prgnational.htm](http://www.epa.gov/cleandiesel/prgnational.htm). Please refer to the following website to determine in which Region you are located: [www.epa.gov/cleandiesel/ncdc-cmt.htm#whereyoulive](http://www.epa.gov/cleandiesel/ncdc-cmt.htm#whereyoulive).

Regions 1, 2, 3 and 4 - Tuesday, April 24, 2012 at 3:00 p.m. (EDT)  
Regions 5, 6, and 7 - Wednesday, April 25, 2012 at 3:00 p.m. (EDT)  
Regions 8, 9, and 10 – Thursday, April 26, 2012 at 3:00 p.m. (EDT)

Questions and answers from these webinars will also be posted in the FAQ document at: [www.epa.gov/cleandiesel/prgnational.htm](http://www.epa.gov/cleandiesel/prgnational.htm).

## **G. Contracts, Subawards and Partnerships**

### **1. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?**

EPA awards funds to one eligible applicant as the recipient, even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. 40 CFR Parts 30 and 31 also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal EPA selects for funding does not relieve the applicant of its obligations to comply with the subaward/subgrant and/or competitive procurement requirements detailed at 40 CFR Parts 30 and/or 31, as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal. All sole source justifications must be approved by EPA.

A successful applicant 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 from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the



recipient and the subawardee or 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 at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**2. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of this RFP?**

Section V of this RFP describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- b. an applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- c. an applicant's named contractor(s), including consultants, identified in the proposal if the applicant demonstrates in the proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that the contractor(s) was selected competitively or that a proper non-competitive sole-source award, consistent with the regulations, will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal evaluation process, unless the applicant complies with these requirements.

**V. PROPOSAL REVIEW INFORMATION**

Only those proposals from eligible entities that meet the threshold criteria in Section III.C of this RFP will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their proposal submittal. Each proposal will be rated using a point system. Non-tribal proposals will be evaluated based on a total of 100 points possible, and tribal proposals will be evaluated based on a total of 74 points possible since tribal proposals will not be scored under Criteria #3 (Location) or Criteria #6 (Regional Significance).

**A. Evaluation Criteria**

Criteria	Points
<b>Project Narrative</b>	
<b>1. <u>Project Summary and Overall Approach:</u></b> Under this criterion, applicants will be evaluated based on: <ul style="list-style-type: none"> <li>a. (2 points) the extent and quality to which an applicant addresses the requirements in Section I.B.2, "Eligible Diesel Emission Reduction</li> </ul>	<b>8</b>

<p>Solutions”;</p> <p>b. (3 points) the extent and quality to which the applicant addresses the requirements in Appendix B, Sub-Section 1 “Project Summary” of the Work Plan;</p> <p>c. (3 points) the extent and quality to which the proposal includes a well-conceived, logical strategy for achieving the anticipated results associated with the project, by the project end date .</p>	
<p><b>2. <u>Results – Outcomes and Outputs:</u></b> Under this criterion, applicants will be evaluated based on:</p> <p>a. (5 points) the extent and quality to which the applicant identifies and quantifies the expected project outputs and outcomes, including those identified in Section I.C and Appendix C of the RFP.</p> <p>b. (5 points) the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section I.C and Appendix C of the RFP.</p>	<p><b>10</b></p>
<p><b>3. <u>Programmatic Priority - Location:</u></b> Under this criterion, applicants will be evaluated based on the location of the project. 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:</p> <p>a. (8 points) Projects located in a priority county or area as described in Appendix D.</p> <p>b. (8 points) Projects located in the following areas of highly concentrated diesel pollution - truckstops, ports, rail yards, terminals, construction sites, school bus depots/yards, or distribution centers.</p> <p>If a single proposal includes vehicles operating in more than one county or area, each vehicle will receive a score under this criterion, and those individual scores will be averaged to create one score for the criterion.</p> <p>Tribal applicants will not be evaluated based on this criterion.</p>	<p><b>16</b></p>
<p><b>4. <u>Programmatic Priority – Diesel Reduction Effectiveness:</u></b> Under this criterion, applicants will be evaluated on the extent to which the project effectively reduces diesel emissions, by maximizing the useful life and annual operating hours of any certified engine configuration or verified technology. See Appendix E for general guidance on how many points each specific vehicle/equipment and technology combination could receive. These scores are based on the age and annual operating hours of the vehicle, and the effectiveness and cost of the control strategy. If a single proposal includes more than one vehicle, each vehicle will receive a score under this criterion, and those individual scores will be averaged to create one score for the criterion.</p>	<p><b>20</b></p>
<p><b>5. <u>Other Programmatic Priorities:</u></b> Under this criterion, applicants will be evaluated on the extent and quality to which the project addresses the following Programmatic Priorities identified in Section I.B.3 of the RFP.</p> <p>a. (10 pts) Maximizes public health benefits (see Appendix F);</p> <p>b. (2 pts) Uses a community-based multi-stakeholder collaborative process to reduce toxic emissions. Community representatives participating in collaborative processes should be identified and contact information provided;</p> <p>c. (2 pts) Conserves diesel fuel.</p>	<p><b>14</b></p>

<p><b>6. <u>Regional Significance:</u></b> Under this criterion, proposals for projects in Regions 1, 2, 3, 4, 6, 7 and 8 will be evaluated based on the extent and quality to which the project advances one or more of the goals and priorities of the respective region, as identified in Section I.B.4 of the RFP.</p> <p>Under this criterion, proposals for projects in Regions 5, 9 and 10 will be evaluated based on the extent and quality to which the project advances all of the goals and priorities of the respective region, as identified in Section I.B.4 of the RFP.</p> <p>Tribal applicants will not be evaluated based on this criterion.</p>	<p><b>10</b></p>
<p><b>7. <u>Past Performance--Programmatic Capability and Reporting on Results:</u></b> Under this criterion, applicants will be evaluated based on their technical ability to successfully complete and manage the project, taking into account the applicant's:</p> <ul style="list-style-type: none"> <li>a. (4 points) past performance in successfully completing and managing the federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) identified in the proposal that are similar in size, scope, and relevance to the proposed project performed within the last three years;</li> <li>b. (2 points) history of meeting the reporting requirements under the federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) identified in the proposal that are similar in size, scope, and relevance to the proposed project performed within the last three years and submitting acceptable final technical reports under those agreements; and</li> <li>c. (2 points) past performance in documenting and/or reporting on progress toward achieving the expected outcomes and outputs (e.g., results) under the federally funded assistance agreements (including federal grants and cooperative agreements but not federal contracts) identified in the proposal that are similar in size, scope and relevance to the proposed project performed within the last three years; and, if such progress was not made whether the documentation and/or reports satisfactorily explained why not.</li> </ul> <p>Note: In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the appropriate section of the Work Plan 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.</p>	<p><b>8</b></p>
<p><b>8. <u>Staff Expertise/Qualifications:</u></b> Under this criterion, applicants will be evaluated on their organizational experience, staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project.</p>	<p><b>4</b></p>
<p><b>9. <u>Budget/Resources:</u></b> Under this criterion, applicants will be evaluated based on:</p>	<p><b>5</b></p>

<p>a. (2 points) the extent and quality to which the applicant addresses the requirements in Appendix B for Section 7 “Budget Detail” of the Work Plan;</p> <p>b. (3 points) whether the project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes.</p>	
<p><b>10. Applicant Fleet Description:</b> Under this criterion, applicants will be evaluated based on the degree to which detailed information on the target fleet (vessel(s), vehicle(s), engine(s) and/or equipment) is provided.</p>	<p><b>5</b></p>

**B. Review and Selection Process**

Assistance agreements funded under this announcement will be awarded and managed by each of EPA’s ten regional offices.

1. **Tribal Proposals:** Tribal applicants must submit their proposals to the EPA Office of Transportation and Air Quality (OTAQ) contact identified in Section IV.B.1.a of this RFP or electronically through grants.gov, regardless of geographic location of the project. Tribal proposals will be reviewed by an OTAQ review panel. Proposals will first be evaluated against the threshold factors listed in Section III.C of this RFP. Only those tribal proposals which meet all of the threshold factors will be evaluated against other tribal proposals using the evaluation criteria listed above. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score by the review panel. Preliminary funding recommendations will be provided to the OTAQ Approving Official based on this ranking.
2. **Non-tribal Proposals:** Non-tribal applicants must submit their proposals to the appropriate EPA regional contact identified in Sections IV.B.1.b-j of this RFP for the geographic project location, or electronically through grants.gov. Non-tribal proposals will be reviewed by regional review panels.

Non-tribal proposals will first be evaluated against the threshold factors listed in Section III.C of this RFP. Only those non-tribal proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above. Each non-tribal proposal will be given a numerical score and will be rank-ordered by the regional review panel as follows: EPA Regions 1-8 will each separately review and select non-tribal proposals for projects located within their Region; EPA Regions 9 and 10 will jointly review non-tribal proposals for projects that take place in Regions 9 and/or 10, but will develop separate ranking lists for the Region 9 and 10 proposals, and selections will be made separately by Regions 9 and 10 based on these separate lists.

Preliminary funding recommendations will be provided to the EPA regional Approving Officials based on these reviews and rankings.

**C. Other Factors**

Funding decisions will be made by the appropriate EPA Approving Official based on the rankings and preliminary recommendation of the appropriate EPA review panel. In making the final funding decisions, the EPA Approving Official may also consider sector (fleet type) diversity, technology diversity, and geographic diversity.

Once final decisions have been made, a funding recommendation will be developed and forwarded to the appropriate EPA Award Official for approval. Once selected, applicants are expected to perform their projects as proposed and evaluated, and no fundamental changes in the scope of work will be allowed. **Technology changes may not be allowed after a proposal has been selected. If technology compatibility issues arise,**

**EPA may elect to terminate the assistance agreement, at which time assistance funds must be returned to EPA.**

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

Following evaluation of proposals, all applicants will be notified regarding their status.

- 1. Successful Applicants:** EPA anticipates notification to the successful applicant will be made via telephone, electronic or postal mail by July 23, 2012. The notification will advise the applicant that the proposal has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form 424, Application for Federal Assistance.

The notification, which advises that the applicant's proposal has been recommended for award, is not an authorization to begin performance. The award offer signed by the EPA Award Official is the authorizing document and will be provided through postal mail.

Final applications and forms will be requested, as necessary, from those eligible entities whose proposals have been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package.

- 2. Unsuccessful Applicants:** EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail by July 23, 2012. The notification will be sent to the original signer of the Standard Form 424, Application for Federal Assistance.

### **B. General Administrative and National Policy Requirements**

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: [www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).

Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. Not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at: [www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)

For the purpose of responding to this RFP, applicants may choose to not respond to question #19 on the SF 424 form; EPA will provide additional guidance on the intergovernmental review process to those applicants selected for funding.

### **C. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements**

Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](http://www.federalregister.gov) (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at: [www.bpn.gov/ccr/](http://www.bpn.gov/ccr/)

2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide their DUNS number in each application or proposal they submit to the agency.

Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: [www.dnb.com](http://www.dnb.com).

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

#### **D. Reporting Requirement**

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. The final report shall be submitted to EPA within 90 calendar days of the completion of the period of performance. The final report must include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after the grants are awarded. Award recipients may be provided with additional information and guidance on reporting performance measures and project progress after award.

#### **E. Exchange Network**

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at [www.exchangenetwork.net](http://www.exchangenetwork.net).

#### **F. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at: [www.epa.gov/ogd/competition/resolution.htm](http://www.epa.gov/ogd/competition/resolution.htm).

#### **G. Non-profit Administrative Capability**

Non-profit applicants that are recommended for funding under this announcement are subject to administrative capability reviews consistent with Sections 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards ([www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf)). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

## **H. 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.

## **I. Sub-awards and Executive Compensation Reporting**

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding.

## **J. Website References In Solicitation**

Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. U.S. EPA does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

## **K. Use of Grant Funds**

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress toward completing the project activities described in the workplan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

## **L. Unpaid Federal Tax Liabilities and Felony Convictions for Non-Profit and For-Profit Organizations**

Awards made under this announcement are subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, HR 2055, Division E. Sections 433 and 434 regarding unpaid federal tax liabilities and federal felony convictions. These provisions prohibit EPA from awarding funds made available by the Act to any for-profit or non-profit organization: (1) subject to any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or (2) that was convicted (or had an officer or agent of such corporation acting on its behalf convicted) of a felony criminal conviction under any Federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, or such officer or agent, based on these tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Non-profit or for-profit organizations that are covered by these prohibitions are ineligible to receive an award under this announcement.

## **VII. AGENCY CONTACTS**

Julie Henning  
Phone: (734) 214-4442  
Email: [henning.julie@epa.gov](mailto:henning.julie@epa.gov)

Faye Swift  
Phone: (202) 343-9147  
Email: [swift.faye@epa.gov](mailto:swift.faye@epa.gov)



## APPENDIX A

### Grants.gov Proposal Submission Instructions For Announcement Number EPA-OAR-OTAQ-12-05

#### General Application Instructions

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to [www.grants.gov](http://www.grants.gov) and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an authorized official representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to [www.grants.gov](http://www.grants.gov) and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to [download for free on the Grants.gov website](#). For more information on Adobe Reader please visit the [Help section](#) on grants.gov at [www.grants.gov/help/help.jsp](http://www.grants.gov/help/help.jsp) or [www.grants.gov/aboutgrants/program\\_status.jsp](http://www.grants.gov/aboutgrants/program_status.jsp)).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OAR-OTAQ-12-05, or the CFDA number that applies to the announcement (CFDA 66.039), in the appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on [www.grants.gov](http://www.grants.gov) (to find the synopsis page, go to [www.grants.gov](http://www.grants.gov) and click on the “Find Grant Opportunities” button on the left side of the page and then go to “Search Opportunities” and use the “Browse by Agency” feature to find EPA opportunities).

**Proposal Submission Deadline:** Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov ([www.grants.gov](http://www.grants.gov)) no later than Monday, June 4, 2012, 4:00 p.m. EDT.

Please submit *all* of the proposal materials described below

#### Proposal Materials

**The following forms and documents are required to be submitted under this announcement:**

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Project Narrative-prepared as described in Section IV.C and Appendix B of the announcement.
4. Other Attachments as described in Section IV.C of the announcement.

The proposal package *must* include all of the following materials:

**1. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

**2. Standard Form SF 424A – Budget Information:**

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

**3. Project Narrative**

Prepared in accordance with the instructions in Section IV.C and Appendix B of the announcement. The document should be readable in PDF format consolidated into a single file.

**4. Other Attachments Form**

Other Attachments include the Applicant Fleet Description (required), Cost-Share Commitment Letters, and Optional Attachments prepared in accordance with the instructions in Section IV.C and Appendix B of the announcement. The documents included in the Other Attachments section should be readable in PDF format and consolidated into a single file. Even though the Other Attachments form is listed as an optional document in grants.gov, it must be used to attach any required documents such as the Fleet Description.

**Application Preparation and Submission Instructions**

**Documents 1 through 3** listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page. Document 4 is for “Other Attachments” as described in Section IV.C.3-5 of the RFP and is listed in the Optional documents field, but must be used to attach any other required documents such as the Applicant Fleet Description.

For documents 1 and 2, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document 3, you will need to attach electronic files. Prepare your project narrative as described in Section IV.C and Appendix B of the RFP and save the document to your computer as a PDF file. When you are ready to attach your narrative to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename”; the filename should be no more than 40 characters long. If there are other attachments that you

would like to submit to accompany your proposal (See Section IV.C), you may click “Add Optional Project Narrative File” and proceed as before, or use the Other Attachments form. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

For document 4, you may attach other documents such as the Applicant Fleet Description (required document), and any other optional documents to accompany your proposal (See Section IV.C). Please note that you may choose instead to attach these documents using the “Add Optional Project Narrative File” instructions in the paragraph above.

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the webpage. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY12 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 12 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY12 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY12), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the proposal package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at [www.grants.gov/help/help.jsp](http://www.grants.gov/help/help.jsp), or Julie Henning at 734-214-4442 or [henning.julie@epa.gov](mailto:henning.julie@epa.gov).

Proposal packages submitted through grants.gov will be time/date stamped electronically.

## APPENDIX B

### Project Narrative Instructions, Format, and Content

**Instructions:** The Project Narrative must substantially comply with the specific instructions, format and content defined below. It must also address the evaluation criteria in Section V of the RFP.

The Project Narrative must not exceed a maximum of 10 single-spaced typewritten pages, including the Cover Page. Pages in excess of the 10-page limit will not be considered. Supporting materials, such as resumes, letters of support and/or commitment, and the Applicant Fleet Description information can be submitted as attachments and are not included in the 10-page limit.

**A. Cover Page:** The cover page must include the following information:

- 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 you are applying to (Regions 1 – 10) where your project will solely or primarily occur. See the following: [www.epa.gov/cleandiesel/ncdc-cmt.htm](http://www.epa.gov/cleandiesel/ncdc-cmt.htm).
- Total Project Cost
  - Specify total cost of the project
  - Identify amount of funding requested from EPA
  - Identify amount of mandatory match if applicable (including in-kind resources). See Section I.B.2 and III.B.1.
  - Identify amount of voluntary cost-share (including in-kind resources), if any. Please refer to Section III.B.
- Target Fleet
  - Specify target fleet type(s) from the following list


■ 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	
  - Additionally, specify the total number of engines, vehicles, and/or pieces of equipment affected by the project.
- Technology
  - Specify the technologies that will be used in the grant proposal from the following list, as referenced in Section I.B.2.

- 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
- 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 APUs on 20 Class 8 long haul trucks.

**B. Work Plan:** Applicants must ensure that the Work Plan addresses evaluation criteria 1-10 in Section V.A of this announcement by using the section headings 1-10 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:

- 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, 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 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.

**Section 2. 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.C 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 toward achieving the expected outputs and outcomes and how the results of the project will be evaluated.

Applicants should follow the instructions in **Appendix C** of this announcement for calculating emission reductions. 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 Emission Reductions = 11.9 tons PM</i>

**Section 3. Programmatic Priority - Location**

This section of the work plan must address the primary area where the affected vehicles/engines operate, or the primary area where the emissions benefits of the project will be realized, as described in **Appendix D** of this announcement, and 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.

Tribal proposals do not have to address this section, but should include the section heading, and leave this section of the work plan blank.

**Section 4. Programmatic Priority – Diesel Reduction Effectiveness**

This section of the work plan must address the extent to which the project effectively reduces diesel emissions by maximizing the useful life and annual operating hours of any certified engine configuration or verified technology, as described in **Appendix E** of this announcement.

**Section 5. Other Programmatic Priorities**

This section of the workplan must address how the project will achieve each of the following programmatic priorities:

- maximizes public health benefits as described in **Appendix F** of this announcement;
- uses a community-based multi-stakeholder collaborative process (whereby community representatives participating in collaborative processes are identified and contact information provided) to reduce toxic emissions; and
- conserves diesel fuel.

## **Section 6. Regional Significance**

Tribal proposals do not have to address this section, but should include the section heading, and 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.B.4 of this RFP.

## **Section 7. Past Performance-Programmatic Capability and Reporting on Results**

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, 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 its reason for the lack of progress.

Please Note: In evaluating applicants under the factors as described in Section V.A.7 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. Staff Expertise/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, 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.

## **Section 9. 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	
<b>TOTAL PERSONNEL</b>	<b>\$48,000</b>	<b>\$20,800</b>
Fringe Benefits		
20% of Salary and Wages	20%(48,000)	20%(20,800)
- Retirement, Health Benefits, FICA, SUI	\$9,600	\$4,160
<b>TOTAL FRINGE BENEFITS</b>	<b>\$9,600</b>	<b>\$4,160</b>
Travel		
Local mileage for Project Manager: 100 mi/mo @ \$0.17/mi x 12 mos.	\$204	
Local mileage for Project Staff: 200 mi/mo @ \$0.17/mi x 12 mos.	\$408	
<b>TOTAL TRAVEL</b>	<b>\$612</b>	
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.

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.

**Section 10. Applicant Fleet Description:** The Proposal must also contain an Applicant Fleet Description section. This information does not count toward 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. A sample format for the Applicant Fleet Description may be downloaded at [www.epa.gov/cleandiesel/prgnational.htm](http://www.epa.gov/cleandiesel/prgnational.htm).

**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.

## APPENDIX C

### Quantifying Environmental Outcomes Worksheet

#### Diesel Emission Reductions

To estimate the anticipated emission reductions from your project, use the Diesel Emissions Quantifier (DEQ) found at [www.epa.gov/cleandiesel/quantifier](http://www.epa.gov/cleandiesel/quantifier). Based on the vehicle/engine data you provided for the Applicant Fleet Description (described in Section IV.C.3 of this RFP) enter the same data into the DEQ. For assistance getting started, please review the DEQ Frequently Asked Questions document found at [www.epa.gov/cleandiesel/quantifier](http://www.epa.gov/cleandiesel/quantifier). Please note you can group entries together to minimize the number of DEQ runs required (model year, vehicle miles traveled, idling hours, usage rate, and horsepower).

From the DEQ results page (example shown below), enter the Lifetime Amount Reduced for each of the listed pollutants (NO<sub>x</sub>, PM, HC, CO, CO<sub>2</sub>) in Section 2 “Results – Outputs and Outcomes,” of your work plan.

Lifetime	NO <sub>x</sub> (tons)	PM (tons)	HC (tons)	CO (tons)	CO <sub>2</sub> (tons)	Diesel-Equivalent (gallons)
Baseline of Entire Fleet	7.8325	0.1885	0.0786	1.4534	112.3719	10,123.592
Baseline of Engines Retrofitted	7.8325	0.1885	0.0786	1.4534	112.3719	10,123.592
Percent Reduced(%)	0.0%	0.2%	0.5%	0.3%	0.0%	0.0%
<b>Amount Reduced</b>	<b>0.0000</b>	<b>0.0004</b>	<b>0.0004</b>	<b>0.0044</b>	<b>0.0000</b>	<b>0.000</b>
Amount Emitted After Retrofit, Retrofitted Engines	7.8325	0.1882	0.0782	1.4490	112.3719	10,123.592
Amount Emitted After Retrofit, Entire Fleet	7.8325	0.1882	0.0782	1.4490	112.3719	10,123.592
Capital Cost Effectiveness (\$/ton), Retrofitted Engines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Cost Effectiveness (\$/ton), Retrofitted Engines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Note:** The lifetime results are dependent on each vehicle group's remaining life. To determine the remaining life for each vehicle group, divide the lifetime results by the annual results using the Detailed Results tables below

For further instruction on using the DEQ, please refer to [www.epa.gov/cleandiesel/quantifier/](http://www.epa.gov/cleandiesel/quantifier/). Additional assistance is available by calling the Clean Diesel Helpline at 877-NCDC-FACTS (877-623-2322) or emailing [cleandiesel@epa.gov](mailto:cleandiesel@epa.gov).

#### Alternative Methods

If you are unable to use the DEQ, you may use the following alternative methods for calculating emission reductions:

- Motor Vehicle Emissions Simulator (MOVES) - [www.epa.gov/otaq/models/moves/index.htm](http://www.epa.gov/otaq/models/moves/index.htm)
- National Mobile Inventory Model (NMIM) - [www.epa.gov/oms/nmim.htm](http://www.epa.gov/oms/nmim.htm)
- Mobile Model (on-road vehicles) - [www.epa.gov/OMS/mobile.htm](http://www.epa.gov/OMS/mobile.htm)
- Nonroad Model (nonroad engines, equipment, and vehicles) - [www.epa.gov/OMS/nonrdmdl.htm](http://www.epa.gov/OMS/nonrdmdl.htm)
- SmartWay FLEET Model - [www.epa.gov/smartway/partnership/trucks.htm](http://www.epa.gov/smartway/partnership/trucks.htm)

If an alternative method is used you must thoroughly describe and document your methods within Section 2 “Environmental Results,” of your work plan.

## Restriction for Mandated Measures – Emissions Reduction Worksheet

No funds awarded under this RFP shall be used to fund the costs of emission reductions that are mandated under federal law. The restriction applies when the mandate takes effect (the effective date) for any affected vehicles, engines or equipment.

If the project takes place in an affected area, or includes affected vehicles, engines or equipment, emission reduction benefits shall only be calculated for the period preceding the effective date or compliance deadline. See Section III.D.1 of this RFP for more information on the Restriction for Mandated Measures. If the proposed project takes place in a mandated area, or includes affected vehicles, engines, or equipment, the applicant must use the following formula to calculate lifetime emission benefits that may be claimed.

Follow the instructions above to run the DEQ. From the DEQ results page (example shown below), enter the Annual Amount Reduced Per Year in the spaces provided below.

Summary Emissions Results						
	NOx (tons/year)	PM (tons/year)	HC (tons/year)	CO (tons/year)	CO2 (tons/year)	Diesel- Equivalent (gallons/year)
<b>Annual</b>						
Baseline of Entire Fleet	7.7369	0.1862	0.0776	1.4356	111.0000	10,000.0000
Baseline of Engines Retrofitted	7.7369	0.1862	0.0776	1.4356	111.0000	10,000.0000
Percent Reduced (%)	0.0%	0.2%	0.5%	0.3%	0.0%	0.0%
<b>Amount Reduced Per Year</b>	<b>0.0000</b>	<b>0.0004</b>	<b>0.0004</b>	<b>0.0043</b>	<b>0.0000</b>	<b>0.0000</b>
<b>Daily</b>						
Kilograms Reduced Per Day (kg/day)	0.0000	0.0009	0.0010	0.0107	0.0000	0.0000

NOX (\$/ton)    PM (\$/ton)    HC (\$/ton)    CO (\$/ton)    CO2 (\$/ton)

Note: These are the Annual results, not the Lifetime Results.

Retrofit Year = \_\_\_\_\_      Mandate Compliance Year = \_\_\_\_\_

Multiply the values for each pollutant by the difference of the mandate year and the retrofit year and enter the calculated lifetime emissions for each of the listed pollutants (NO<sub>x</sub>, PM, HC, CO, CO<sub>2</sub>) in Section 2 “Results,” of your work plan.

For example, if the mandate is slated to occur in 2012 and the retrofit will take place in 2010, then multiply the highlighted values above by 2 (2012 - 2010=2). Thus, the calculated lifetime emissions would be as follows:

0.000*2=	0.027*2=	0.095*2=	0.259*2=	0.000*2=
<u>0.00</u>	<u>0.054</u>	<u>0.190</u>	<u>0.518</u>	<u>0.000</u>
NOX (tons)	PM (tons)	HC (tons)	CO (tons)	CO2 (tons)

## APPENDIX D

### DERA Program Priority Locations

The DERA program places a priority on projects that are located in areas that have the highest emissions from diesel engines. 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. Vehicles or equipment proposed for funding under this RFP must be operated a majority of the time in one of the priority counties or areas listed at the website below in order to receive eight points under Section V, Criterion #3.a of this RFP. If a single proposal includes vehicles operating in more than one county or area, each vehicle will receive a score under this criterion, and those individual scores will be averaged to create one score for the entire proposal. Location information will be taken from the proposal’s Applicant Fleet Description, described in Section IV.C.3.

A list of the counties and areas can be found at: [www.epa.gov/cleandiesel/documents/fy12-county-area-list.pdf](http://www.epa.gov/cleandiesel/documents/fy12-county-area-list.pdf).

These counties and areas were selected as priority areas for the DERA program based on data from a number of sources. The sources include counties and areas:

- Designated as PM2.5 or 8-Hr Ozone Nonattainment Areas or 8-Hr Ozone Maintenance Areas. Data is sourced from EPA’s Green Book of Nonattainment Areas for Criteria Pollutants.
  - [www.epa.gov/oaqps001/greenbk/](http://www.epa.gov/oaqps001/greenbk/)
- Where all or part of the population is exposed to more than 2.0 µg/m<sup>3</sup> of diesel particulate matter emissions. Data is sourced from the 2005 National-Scale Air Toxics Assessment.
  - [www.epa.gov/ttn/atw/nata2005/](http://www.epa.gov/ttn/atw/nata2005/)
- That are designated as Federal Class I Areas.
  - [www.epa.gov/visibility/class1.html](http://www.epa.gov/visibility/class1.html)
- That have been accepted to participate in EPA’s Ozone Advance Program by the close of this RFP, June 4, 2012.
  - [www.epa.gov/ozoneadvance](http://www.epa.gov/ozoneadvance)

## APPENDIX E

### Diesel Reduction Effectiveness

Evaluation criterion #4 provides a maximum score of 20 points to assess the diesel reduction effectiveness of each proposal. The primary factors used by EPA to evaluate effectiveness include the expected life and activity level of the vehicle or equipment, and the cost and effectiveness of the control strategy. The following tables are designed to provide applicants with a vehicle-by-vehicle guide for how EPA will score proposals for the “Programmatic Priority – Diesel Reduction Effectiveness” criterion. These tables provide scores for different types of vehicles and equipment by emission control strategy. Grant applications frequently include a suite of vehicle types, ages and control strategies. If a single proposal includes more than one vehicle, each vehicle will receive a score under this criterion, and those individual scores will be averaged to create one score for the Diesel Reduction Effectiveness criterion for the entire proposal, for a maximum of 20 points. Information about each specific vehicle will be taken from the proposal’s Applicant Fleet Description, described in Section IV.C.3.

Due to the numerous potential combinations of vehicles, equipment and emission control strategies, it is not possible to provide scores for every combination. If your target fleet does not match one of these tables, EPA recommends that you include additional information that describes the costs and effectiveness of your particular vehicle/equipment and control strategy combinations and the proposal will be evaluated accordingly.

#### A. Medium-duty and heavy-duty trucks, and transit buses

Target Fleet	Current Vehicle Model Year	DOC*	DPF*	SCR*	Replace with 2007 or Newer (Dray Only)	Replace with 2011 or Newer	Repower Engine to Higher Certification Level
Medium- and Heavy- Duty Trucks, and Transit Buses	1989 to 1990	10	15	15	5	5	5
	1991	10	15	15	10	5	5
	1992	10	15	15	10	10	5
	1993 to 1994	10	20	20	15	15	5
	1995	10	20	20	20	15	5
	1996 to 2003	10	20	20	20	20	5
	2004 to 2006	10	20	20	NA	NA	20
	2007 to 2009	NA	NA	20	NA	NA	20
2010 to current	NA	NA	NA	NA	NA	NA	

**Scoring Methodology:** Factors that were used to develop these scores include total emissions reduced over the life of the projects and cost of the control strategy. Emission reduction calculations were based on standard DEQ assumptions. Cost estimates were based on data reported to EPA from DERA final grant reports.

\* If a new eligible verified idle reduction technology and/or aerodynamic technology(s) and/or low rolling resistance tires are combined on the same vehicle with a new eligible verified exhaust control, add two points to the score, up to a maximum of 20 points.



## B. School Buses

Target Fleet	Current Vehicle Model Year	DOC*	DOC + CCV*	DPF*	Replace with 2011 or Newer	Repower Engine to Higher Certification Level
School Bus	1989 to 1990	10	15	NA	5	5
	1991 to 1993	10	15	20	10	5
	1994 to 2003	10	15	20	15	5
	2004 to 2006	10	15	20	NA	20
	2007 to 2009	NA	NA	NA	NA	20

**Scoring Methodology:** Factors that were used to develop these scores include near-term reduction in level of emissions exposure and cost of the control strategy. Emission reduction calculations were based on standard DEQ assumptions. Cost estimates were based on data reported to EPA from DERA grant close-out reports.

\* If a new eligible verified idle reduction technology is combined on the same vehicle with a new eligible verified exhaust control, add two points to the score, up to a maximum of 20 points.

## C. Nonroad Engines and Equipment

Annual Usage Rate	Retrofits		
	DPF	DOC	SCR
500 to 1,000 hr/yr	15	5	15
More than 1,000 hr/yr	20	10	20

Original Engine Tier	Annual Usage (hrs/yr)	Repowered or Replaced New Engine				Engine Upgrade
		Tier 0	Tier 1	Tier 2/3	Tier 4	
Tier 0 / 1	500 to 1,000	NA	NA	10	15	5
	>1,000	NA	NA	15	20	10
Tier 2 / 3	500 to 1,000	NA	NA	NA	5	NA
	>1,000	NA	NA	NA	10	NA

**Scoring Methodology:** Factors that were used to develop these scores include total emissions reduced over the life of the projects and cost of the control strategy. Emission reduction calculations were based on standard DEQ assumptions. Cost estimates were based on data reported to EPA from DERA grant close-out reports.

**D. Locomotives (Line-haul and Switchers)**

Original Engine Tier	Annual Usage Rate	Repowered, Replaced or Upgraded Engine Tier			
		Tier 0	Tier 1	Tier 2	Tier 3
Tier 0 (includes pre-1973)	1,000 - 2,000	NA	NA	15	15
	2,000+	NA	NA	20	20
Tier 1	1,000 - 2,000	NA	NA	15	15
	2,000+	NA	NA	20	20
Tier 2	1,000 - 2,000	NA	NA	NA	10*
	2,000+	NA	NA	NA	15*
Tier 3	1,000 - 2,000	NA	NA	NA	NA
	2,000+	NA	NA	NA	NA

\* Applies to switcher locomotives only. NA for line-haul locomotives.

Original Engine Tier	Annual Idling Hours	Idle Reduction Strategies	
		Locomotive Shore Connection Systems, Auxiliary Power Unit (APU) or Fuel Operated Heater (FOH)*	Automatic Engine Start-Stop (AESS) (Applies to Pre -1973 original build or small exempt railroad)
Tier 0 (includes pre-1973)	1,000 - 2,000	15	15
	2,000+	20	20
Tier 1-3	1,000 - 2,000	15	NA
	2,000+	20	NA

**Locomotive Scoring Methodology:** Factors used to score these projects included total emissions over the life of the project and the cost of the control strategy. For locomotives that are repowered or have engines replaced that bring the locomotives to higher tier levels than that required by the rule, the associated scoring is based on the annual usage rate and the related improvement associated with emission levels of the higher tier.

\* If a new eligible verified idle reduction technology or shore connection system is added to a newly repowered, replaced, or upgraded locomotive engine, that locomotive engine will receive 20 points under this criterion.

## E. Marine Engines

Original Engine Tier	Repowered, Replaced or Upgraded Engine Tier			
	Tier 0	Tier 1	Tier 2	Tier 3
Unregulated (pre-1973)	NA	5	15	20
Tier 0	NA	5	15	20
Tier 1	NA	NA	15	20
Tier 2	NA	NA	NA	15

Original Engine Tier	MW-hr/year	Shore Connection Systems*
Unregulated (pre-1973), Tier 0, Tier 1, Tier 2	2,000 – 3,000	10
	3,000 – 4,000	15
	4,000+	20

**Marine Engine Scoring Methodology:** EPA’s 2008 marine engine regulations require that upgraded or repowered marine engines must meet certain emission requirements. Therefore, DERA funds can only be used to pay for upgrades or repowers that exceed the required emission standards. The scores for marine engines posted above are based on the additional emission reductions that would be achieved by upgrading or repowering a marine engine to its next Tier. Points for shore connection systems are based on the projected annual MW-hr used by the vessels at the project location. Applicants should include information on MW-hr usage in their proposal, which may be obtained from local port officials.

\* If a new eligible verified shore connection system is added to a newly repowered, replaced, or upgraded marine engine, that marine engine will receive 20 points under this criterion.

## APPENDIX F

### Public Health Benefits Determination

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 the emission reductions that will result from the project. This description must be qualitative and quantitative. Quantitative health benefits can be generated using the Diesel Emissions Quantifier (DEQ) which can be found at [www.epa.gov/cleandiesel/quantifier/](http://www.epa.gov/cleandiesel/quantifier/). However, the DEQ does not include quantification of the health benefits for all types of projects. If the DEQ is not able to quantify health benefits for your specific project, a qualitative description alone will be acceptable. Note that the DEQ can quantify health benefits from particulate matter (PM) emission reductions, but cannot quantify health benefits from other emission reductions like NO<sub>x</sub>, CO, HC or CO<sub>2</sub>. Please refer to the DEQ instructions page that can be accessed from the DEQ home page for step-by-step instructions on how to calculate PM health benefits from your project.

## APPENDIX G

### Proposal Submission Checklist

The proposal package *must* include all of the following materials. Use this checklist to ensure that all required materials have been included in your proposal package.

- Standard Form SF 424 – Application for Federal Assistance
- Standard Form SF 424A – Budget Information
- Project Narrative (no more than 10 pages)
  - Cover Page
  - Work Plan
    - 1. Project Summary and Overall Approach
    - 2. Results – Outcomes and Outputs
    - 3. Programmatic Priorities – Location
    - 4. Programmatic Priorities – Diesel Reduction Effectiveness
    - 5. Programmatic Priorities – Other
    - 6. Regional Significance (not for Tribal proposals)
    - 7. Past Performance
    - 8. Staff Expertise /Qualifications
    - 9. Detailed Budget Narrative
- Applicant Fleet Description information (not included in page limit)
- Cost-Share Commitment Letters, if applicable (not included in page limit)
- Optional Attachments (not included in page limit)