***Clean Diesel Funding Assistance Program, FY 2019 Request for Applications***

***Project Narrative Sample Format***

***RFA#: EPA-OAR-OTAQ-19-01***

***Instructions:*** *The Project Narrative must substantially comply with the specific instructions, format and content defined in Section IV.D and Appendix B of the RFA.*

*The Project Narrative (including the Cover Page) must not exceed a maximum of twelve (12) 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 application must be formatted for 8 ½” x 11" paper. Pages in excess of the 12-page limit will not be considered.*

***Please delete this instruction page from your final Project Narrative.***

**ENVIRONMENTAL PROTECTION AGENCY (EPA)**

**Clean Diesel Funding Assistance Program FY 2019**

**Request for Applications (RFA)**

**EPA-OAR-OTAQ-19-01**

**EPA Region**: [*Specify the EPA Regional Office from which you are requesting funding (Regions 1 – 10)*. *See* *Sections* *I.B.3.a and b, II.A, and IV.A of the RFA for 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 RFA, explain how you are an eligible entity.]*

**Budget Summary**: *[**Summarize the information in the Budget Detail portion of this Project Narrative:]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EPA Funding | Voluntary Cost Share | Mandatory Cost Share | Total Project Cost | Other Leveraged Funds |
|  |  |  |  |  |

**Vehicle/Equipment Type**: *[Specify vehicle and equipment type(s) from the following list:]*

|  |  |
| --- | --- |
| * Agriculture
* Airport Ground Support
* Construction
* Cargo Handling
* Drayage
* Emergency
* Locomotive and Rail
* Long Haul
* Marine
 | * Mining
* Municipal/Utility
* Refuse/Recycling
* School bus
* Short Haul
* Stationary Generator
* Transit/Public Transportation
* Transport Refrigeration Unit
* Other (specify)
 |

**Type of Upgrade**: *[Specify the types of technologies that will be used in the project from the following list, as referenced in Section I.B.2 of the RFA:*

* + - Aerodynamic Devices *(specify types*)
		- Engine Retrofit Technologies *(specify types)*
		- Fuel Options *(specify types)*
		- Idling Control Strategies *(specify types)*
		- Engine Replacement *(specify types)*
		- Vehicle Replacements *(specify types)*
		- Engine Upgrade Kits *(specify types)]*

**Short Project Description**: *[Briefly describe your project (1-2 sentences), especially noting the number of vehicles for each type of fleet, and the technology used. Example description: Retrofit 40 school buses with DPFs. In addition, replace the engines of 10 nonroad construction vehicles from Tier 0 to Tier 4, and install DPFs and bunk heaters on 20 Class 8 long haul combination trucks.]*

**Project Location**: *[Briefly describe the primary area(s) where the affected vehicles/engines operate, or the primary area(s) where the emissions benefits of the project will be realized.]*

***----------------------------------------------------------***

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

**Section 1. Project Summary and Overall Approach**

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

1. VEHICLES AND TECHNOLOGIES:
* *[A description of the eligibility, number, types and typical use, and ownership of vehicles, engines and/or equipment targeted for emission reductions, including the remaining life of the target engines (estimate of total number of years of engine life remaining at the time of upgrade action, regardless of ownership) and the normal attrition year (year in which the target engines would normally be retired/sold by the fleet owner if not for the grant).*
* *A discussion of how the applicant has weighed the available/eligible technology options for the target fleet and has arrived at the chosen diesel emission reduction solution(s).*
* *A description of all verified and/or certified technologies to be used or funded by the applicant.*
* *A discussion of whom or what organization(s) will retain ownership of any vehicles, engines and/or equipment purchased with funding from this project.*
* *Applications which include engine replacements and vehicle/equipment replacements must include the applicant’s plans for engine/vehicle/equipment scrappage.*
* *Applications which include locomotives and/or marine engines and/or stationary engines must include a clear and concise justification for why/how the proposed emissions reductions are not subject to the Restriction for Mandated Measures under this RFA, as described in Section III.D.7 and Appendix D.]*
1. ROLES AND RESPONSIBILITIES: *[A discussion of the roles and responsibilities of the Applicant organization and any other project partners, contractors, or subgrantees.]*
2. TIMELINE AND MILESTONES: *[A detailed timeline for the project including milestones for specific tasks, such as bidding, procurement, installation and reports. Applicants should schedule time for Final Report preparation into the project timeline.]*

**Section 2. Project Location**

*[This section of the work plan should include a detailed discussion of the project location. The term “project location” as used in this RFA refers to the primary area where the affected vehicles/engines operate, or the primary area where the emissions benefits of the project will be realized.* ***If a single application includes vehicles operating in more than one area, this section of the work plan should indicate where each vehicle operates and the amount (%) of time spent in each area*.***]*

* + 1. NONATTAINMENT AREAS: *[Priority will be given to projects located in areas of poor air quality as described in Section I.B.3.a.1) of the RFA. This section of the workplan should indicate whether all or a portion of the project is in one of these areas.]*
		2. AIR TOXICS ASSESSMENT AREAS: *[Priority will be given to projects located in areas of poor air quality as described in Section I.B.3.a.2) of the RFA. This section of the workplan should indicate whether all or a portion of the project is in one of these areas.]*
		3. GOODS MOVEMENT AREAS: *[Priority will be given to projects which reduce diesel emissions from vehicle/engines/equipment located at, or that service, goods movement facilities such as: ports, airports, rail yards, terminals, or distribution centers as described in Section I.B.3.b of the RFA. This section of the workplan should indicate whether all or a portion of the project is in one of these areas.]*

*[A list of priority areas that will receive points under Section V.A, Criterion #2.A and B of this RFA can be found at:* *[www.epa.gov/cleandiesel/clean-diesel-national-grants#rfa](http://www.epa.gov/cleandiesel/clean-diesel-national-grants%22%20%5Cl%20%22rfa). In addition to the narratives above, applicants should complete and include the following table in this section of the workplan.]*

|  |
| --- |
| Project Location |
| State: |  |  |  |  |  |
| County: |  |  |  |  |  |
| City: |  |  |  |  |  |
| Congressional District: |  |  |  |  |  |
| Zipcode: |  |  |  |  |  |
| Type and Number of Affected Vehicles: |  |  |  |  |  |
| % of Time Vehicles Spend in Area: |  |  |  |  |  |
| Nonattainment Area: |  |  |  |  |  |
| Air Toxic Assessment Area: |  |  |  |  |  |
| Goods Movement: |  |  |  |  |  |

*[Instructions for table:*

*• State: Enter at least 1 state, but no more than 5*

*• County: Enter at least 1 county, but no more than 5. Or “statewide.”*

*• City: Enter at least 1 city name, but no more than 5. If the benefits are statewide, please enter up to 5 city locations as the primary locations of the benefit*

*• Congressional District: Enter at least 1 Congressional District, but no more than 5 (Enter “00” for a congressional district at large; “98” for DC, PR, VI; 99 for jurisdictions with no representative; 90 for multiple districts, i.e. Statewide.*

*• Zip code: Enter at least 1 zip code, but no more than 5. If benefit is Statewide, enter up to 5 zip codes as the primary locations of benefit.*

*• Type and Number of Affected Vehicles: Enter the estimated type and number of affected vehicles that operate within the listed project location.*

*• % of Time Vehicles Spend in Area: Enter the estimated percentage of time the affected vehicles operated within the listed project location.*

*• Nonattainment Area: Indicate with an “X” whether the listed project location is an area of poor air quality as described in Section I.B.3.a.1 of the RFA.*

*• Air Toxic Assessment Area: Indicate with an “X” whether the listed project location in areas of poor air quality as described in Section I.B.3.a.2 of the RFA*

*• Goods Movement: Indicate whether the listed project location includes good movements facilities by entering: ports, airports, rail yards, terminals, or distribution centers, as applicable.]*

**Section 3. Benefits to the Community**

*[This section of the work plan should include a detailed discussion of how the proposed project will address the needs and concerns of affected communities, especially any communities or populations that have faced or are facing environmental justice concerns (as defined in Section I.B.3.c of the RFA). The term “affected communities” as defined by the program are communities, populations, groups, and other interested parties that are, or have been, affected by the environmental and/or other issues that the project is intended to address. The term “environmental justice concerns,” as used in this solicitation, generally relates to issues that have resulted in some minority, low-income, tribal and indigenous communities and/or populations being more adversely, disproportionately and/or historically impacted by environmental issues and problems than other communities because of geography, poverty, income levels and similar types of factors.*

*The extent that a project will maximize public health benefits depends on both the population, community, or group that will experience improvements in air quality due to the project, and the amount of emissions reductions that will take place. Applications should therefore describe both the population, community, or group that will be affected by the project and how they will directly benefit from the emissions reductions that will result from the project.* *Applications that can demonstrate how they will directly benefit communities with environmental justice concerns will be evaluated more favorability than others.*

*Note: Factors potentially indicating disproportionate impacts to communities with environmental justice concerns include, but are not limited to: differential proximity and exposure to environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to genetic predisposition, age, chronic medical conditions, lack of health care access, or poor nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (e.g., subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to language barriers, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.]*

**Section 4. Community Engagement and Partnerships**

*[This section of the workplan should include a detailed discussion of applicant’s efforts and plans for engaging affected communities with respect to the design and performance of the project and obtaining support from project partners to more effectively perform the project, as described in Section I.B.3.d of the RFA. The term “affected communities” as defined by the program are communities, populations, groups, and other interested parties that are, or have been, affected by the environmental and/or other issues that the project is intended to address. Applicants should discuss their approach for incorporating input from affected communities throughout the design and performance of the project, and/or whether their design of the proposed project involved and incorporated community input. Community engagement and partnership efforts should include various organizations representing a broad spectrum of the community; examples include local residents, grassroots, neighborhood, school, faith-based, city council, business, local government, and other organizations. Recent involvement of project partners and community members working together on projects should be highlighted. Applications with letters of commitment that demonstrate strong, long-term involvement throughout the project from a variety of project partners may also be evaluated more favorably than others.]*

**Section 5. Project Sustainability**

*[This section of the workplan should include a detailed discussion of the applicant’s and/or project partner’s ability to promote and continue efforts to reduce emissions after EPA funding for this project has ended, as described in Section I.B.3.e of the RFA.*

*Applications will be evaluated based on whether the applicant and/or its project partners have demonstrated the implementation of idle-reduction policies, the implementation of contract specifications requiring the use of cleaner vehicles and equipment, the development and maintenance of mobile source equipment inventories, a documented commitment to continue to identify and address air quality issues in the affected community, or the implementation of other strategies to promote and continue efforts to reduce emissions.*

*Applications will be evaluated based on whether the applicant and/or its project partners* *have developed in the past five years or have a documented commitment to developing before the end of the project period, a publicly available baseline mobile source emission inventory for PM2.5 and/or NOx, or refinement of an existing mobile source emissions inventory that was completed before 2014.*

*Applications will be evaluated based on whether the applicant and/or its project partners* *have developed in the past five years or have a documented commitment to developing before the end of the project period, a publicly available long-term air quality plan with specific PM2.5 and/or NOx emission reduction goals, or refinement of an existing air quality plan that was completed before 2014.*

*Applications will also be evaluated on whether the applicant and/or its project partners have developed in the past five years or have a documented commitment to developing before the end of the project period, a publicly available “Community Engagement Plan” for meaningful engagement of the affected communities regarding either the environmental and/or other issues that the project is intended to address, or to specifically inform the policies, specifications, inventories, commitments, and other strategies outlined above. Where appropriate, please provide URLs to where materials may be found online.]*

**Section 6. Environmental Results—Outputs, Outcomes and Performance Measures**

* + 1. OUTPUTS AND OUTCOMES: *[This section of the work plan must include a discussion of the outputs and outcomes of the project as defined in Section I.C.2 and 3 of the RFA. Specific outputs and outcomes should be included.*

*Applicants should follow the instructions in* ***Appendix C*** *of this announcement for calculating emission reductions and cost effectiveness. In addition to a narrative discussion of the outputs and outcomes, it is suggested that the applicant fill out and include the following table, or something similar, in this section of the work plan.* ***At a minimum, annual emissions reductions, lifetime emissions reductions, lifetime total project cost effectiveness* *for NOx and PM2.5, and lifetime capital cost effectiveness for NOx and PM2.5 should be included****.]*

|  |
| --- |
| Anticipated Outputs and Outcomes  |
| Activities | Outputs  | Outcomes  |
|  |  |  |
|  |  |  |
|  |  |  |

***[Example Outputs and Outcome Table]***

|  |
| --- |
| *Anticipated Outputs and Outcomes* |
| *Activities* | *Outputs* | *Outcomes* |
| *Retrofit 100 school buses* | *# of technology installed = 100 DPFs* | *Annual Emissions Reduction = 0.714 tons PM2.5* |
| *Lifetime Emissions Reduction = 4.283 tons PM2.5* |
| *Lifetime Total Project Cost Effectiveness =* *$235,837/ton PM2.5* |
| *Lifetime Capital Cost Effectiveness $233,502/ton PM2.5* |

*Please Note: Applicants must include a printout of their DEQ results spreadsheet showing results and inputs as an attachment to their application. If alternative emission reduction calculation methods are used, applicants must thoroughly describe and document their methods in an attachment to the Project Narrative. The inputs used for emissions calculations should match the information provided by the applicant in the Applicant Fleet Description.*

1. PERFORMANCE MEASURES: *[In this section of the workplan applicants must describe what performance measurements, timeline of milestones, and/or other means will be used to track, measure and report progress towards achieving the expected outputs and outcomes and how the results of the project will be evaluated, as described in Section I.C.4 of the RFA.*
2. PERFORMANCE PLAN: [*In this section of the workplan applicants must describe their plan for tracking and measuring progress toward achieving the expected project outputs and outcomes, as described in Section I.C.4 of the RFA.*

*The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:*

* *What are the measurable short term and longer term results the project will achieve?*
* *How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?]*

**Section 7. Programmatic Capability and Past Performance**

1. PAST PERFORMANCE: *[This section of the work plan must include a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years. Assistance agreements include federal grants and cooperative agreements but not federal contracts. Please reference no more than three assistance agreements. EPA agreements are preferred. For each agreement listed, include:*
	* *Project Title*
	* *Assistance Agreement Number*
	* *Funding Agency and CFDA Number*

*This section of the workplan should include a discussion of whether, and how, the applicant was able to successfully complete and manage the listed agreements.]*

1. REPORTING REQUIRMENTS: *[This section of the workplan should include a discussion of the applicant’s history of meeting the reporting requirements under the agreements listed above, including submitting acceptable final technical reports and how the applicant documented and/or reported on whether it was making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If the applicant was not making progress, please indicate whether, and how, the applicant documented its reason for the lack of progress.]*
2. ORGANIZATIONAL EXPERIENCE: *[This section of the work plan must include information on your organizational experience for timely and successfully achieving the objectives of the proposed project.]*
3. STAFF AND RESOURCES: *[This section of the work plan should include information on your staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) unless certain conditions/requirements are met. For additional information see Section IV.G of this RFA.]*

*[Please Note: In evaluating applicants under the factors as described in Section V.A.8 of this RFA, 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.8 of this RFA. A neutral score is half of the total points available. If you do not provide any response for this item, you may receive a score of zero (0) for these factors.]*

**Section 8. Budget Narrative and Detail**

*[This section of the work plan is a detailed description of the budget found in the SF-424A and must include a discussion of the applicant’s approach to ensuring proper management of grant funds, a detailed Budget Narrative, as well as the itemized Budget Table below. An applicant’s Budget Table and Budget Narrative must account for both federal funds and any non-federal funds (e.g., any mandatory or voluntary cost share if applicable).]*

1. EXPENDITURE OF AWARDED GRANT FUNDS: *[Applicants should provide a detailed discussion of their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.]*
	1. BUDGET NARRATIVE:
* *[Description of the budget and estimated funding amounts for each work component/task.*
* *For applicants that provide a mandatory and/or voluntary cost share, the budget narrative must include a detailed description of how the applicant will obtain the cost share and how the cost share funding will be used. Funds are subject to the regulations governing cost share fund requirements at 2 CFR Part 200. Please see Section III.B of this RFA for more detailed information on cost share.*
* *If a proposed cost share is to be provided by a named third-party, a letter of commitment is required.*
* *There are several ways DERA recipients may implement projects and fund project partners depending on the roles and responsibilities of each. These include direct implementation, subawards, and participant support costs. Please refer to* ***Appendix E*** *of this RFA for detailed guidance on these funding options and how to correctly categorize these costs in the workplan budget.]*
1. BUDGET DETAIL:
* *[Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan, adding or deleting additional rows as necessary to accurately reflect the proposed project budget.*
* *Applicants must* ***itemize*** *costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs (subawards, participant support costs), indirect costs, and total costs.*
* *For applicants that provide a mandatory and/or voluntary cost share/match, the Budget Detail must clearly specify the amount of federal funding and the cost share amount for each category.* *Any form of cost share included in the Budget Detail must also be included on the SF 424 and SF 424A.*
* *For applicants proposing to implement a rebate program, the rebates are appropriately listed under the Other budget category as “Participant Support Costs.”* *Please see Appendix E for more information on Participant Support Costs.*
* *Other leveraged funds should be included in the Budget Detail if the applicant is proposing to implement a rebate program for equipment and vehicle purchases. The program participant’s share of the vehicle that is not covered by the rebate is not considered a mandatory nor voluntary cost share and is not part of the total project cost under the grant award; the program participant’s share of the vehicle that is not covered by the rebate is considered other leveraged funds. Other leveraged funds should NOT be included in the SF424 and SF424A. Please see Section III.B.3 and Appendix E for more information.]*

**Budget Table**

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item and Itemized Cost | EPA Funding\*  | Voluntary Cost Share\*\* | Mandatory Cost Share\*\* |
|  |  |  |  |
|  |  |  |  |
|  TOTAL PERSONNEL |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL FRINGE BENEFITS  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL TRAVEL |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL EQUIPMENT |  |  |  |
|  |  |  |  |
| TOTAL SUPPLIES |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL CONTRACTUAL |  |  |  |
|  |  |  |  |
|  |  |  |
|  |  |  |  |
| TOTAL OTHER |  |  |  |
|  |  |  |  |
| TOTAL INDIRECT |  |  |  |
| TOTAL FUNDING |  |  |  |
|  | EPA Funding7  | Voluntary Cost Share8 | Mandatory Cost Share8 |
| TOTAL PROJECT COST9 |  |
| Other Leveraged Funds10 |  |

*7 EPA Funding amount must be included on the SF-42 in Section 18.a and on the SF-424A in: Cell 5(e) under Section A – Budget Summary; and Column (1) under Section B – Budget Categories.*

*8 Voluntary and Mandatory Cost Share funds be included on the SF-424 in Section 18.b-e and on the SF424A in: Cell 5(f) under Section A – Budget Summary; Columns (2) and (3) under Section B – Budget Categories; and Section C – Non-Federal Resources.*

*9 Total Project Cost must be included on the SF-424 in Section 18.g and on the SF-424A in: Cell 5(g) under Section A – Budget Summary; and Column (5), Row k under Section B – Budget Categories.*

*10* *Other leveraged funds should be included in the Budget Detail if the applicant is proposing to implement a rebate program for equipment and vehicle purchases. The program participant’s share of the vehicle that is not covered by the rebate is not part of the total project cost under the grant award; the program participant’s share of the vehicle that is not covered by the rebate is considered other leveraged funds. Other Leveraged Funds should NOT be included in the SF424 and SF424A.*

*[Applicants should use the following budget object class descriptions to complete the Budget Detail section of the work plan.*

* ***Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.*** *This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (paid employees of the applicant organization as reflected in payroll tax records). 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 contractors (including consultants) which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards or non-employee program participants (e.g. interns), which are included in the “Other” category; or (3) effort that is nor 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 may 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). Only include travel costs for employees of the applicant organization in the travel category. Travel costs do not include: (1) costs for travel of contractors (including consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards and non-employee program participants (e.g. trainees), 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 that are not included in the purchase price for the equipment. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than $5,000 should be categorized as supplies, pursuant to 2 CFR 200.314. The budget detail must include an itemized listing of all equipment proposed under the project.* *If installation costs are included in the equipment costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.*

***Note:*** *If the applicant has a threshold for equipment costs that is lower than $5,000 then that threshold takes precedence.*

* ***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 type of proposed contract and specify its purpose and estimated cost.*** *Contractual services (including 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.* [*EPA’s Subaward Policy and supplemental Frequent Questions*](https://www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients) *has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the “Other” category. EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. If installation costs are included in the contractual costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage. Refer to* [*EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements*](https://www.epa.gov/grants/best-practice-guide-procuring-services-supplies-and-equipment-under-epa-assistance-agreements) *for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.*
* ***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, participant support costs and subaward costs. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient even if the agreement is referred to as a contract. Rebates, subsidies, and similar one-time, lump-sum payments to program beneficiaries for the purchase of eligible emission control technologies and vehicle replacements are considered to be “participant support costs.” Subawards and Participant Support Costs are each a distinct type of cost under this category. Please refer to* ***Appendix E*** *of this RFA for detailed guidance on funding projects and partnerships and how to correctly categorize these costs in the workplan budget. “Other” 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 or participant support costs as a separate line item in the “Other” category, and a description of the types of activities to be supported. Refer to* [*EPA’s Subaward Policy and supplemental Frequent Questions*](https://www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients) *for additional guidance.*
* ***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 application to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:*
	+ *Personnel (Indirect Rate x Personnel = Indirect Costs)*
	+ *Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)*
	+ *Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)*
	+ *Direct Costs minus distorting or other factors such as contracts and equipment*

 *(Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)]*

**Attachments:**

***[Applicant Fleet Description****: Mandatory. The application package must also contain an Applicant Fleet Description. See Section IV.D.3 of this RFA for detailed instructions on completing the Applicant Fleet Description. A sample format for the Applicant Fleet Description may be downloaded at:* [*www.epa.gov/cleandiesel/clean-diesel-national-grants#rfa*](https://www.epa.gov/cleandiesel/clean-diesel-national-grants#rfa)*.*

***Emission Reduction Calculations:*** *Applicants should follow the instructions in* ***Appendix C*** *of this announcement for calculating emissions reductions and cost effectiveness. Applicants should include a printout of their Diesel Emissions Quantifier (DEQ) results spreadsheet showing DEQ results and inputs as an attachment to their application. If alternative methods are used, applicants must thoroughly describe and document their methods in an attachment to the Project Narrative. Inputs used for emissions reduction calculations should match the information provided in the Applicant Fleet Description.*

***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****. Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA.***

***Partnership Letters****: If applicable, letters of support that demonstrate strong, long-term involvement throughout the project from a variety of project partners are encouraged. Letters should specifically indicate how project partners and supporting organizations will participate in or directly assist in the design and performance of the project, or how obtaining support from project partners will allow the applicant to more effectively perform the project.* ***Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA.***

***Mandated Measures Justification Supporting Information:*** *If applicable, the application must include a clear and concise justification in Section 1 of the Project Narrative, for why/how the emission reductions proposed for funding are not subject to the Restriction for Mandated Measures under this RFA.* ***Applicants must provide sufficient detail and information to support the justification, including maintenance schedules and history, if applicable.*** *Please see* ***Section III.D.7*** *and* ***Appendix D*** *for more information.*

***Resumes****: Optional. Provide resumes or curriculum vitae for all principal investigators and any other key personnel.]*