

Projects to Improve Air Quality at Ports, 2013 DERA Funding Opportunity

Project Narrative Sample Format

RFP#: EPA-OAR-OTAQ-14-02

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

The Project Narrative (including the Cover Page) must not exceed a maximum of ten (10) single-spaced pages in length. Pages refer to one-side of a single-spaced typed page. Font size should be no smaller than 10 and the proposal must be submitted on 8 ½" x 11" paper. Pages in excess of the 10-page limit will not be considered. Supporting materials, such as resumes, letters of support and/or commitment, and fleet description information can be submitted as attachments and are not included in the 10-page limit.

Please delete this instruction page from your final Project Narrative.

Please delete all text from the Project Narrative template that is [bracketed and in italics].

**Projects to Improve Air Quality at Ports – 2013 DERA Funding Opportunity
Request for Proposals (RFP)
EPA-OAR-OTAQ-14-02**

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.]*

Project Location:

- *Specify 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 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.*

Total Project Cost: *[Specify the total cost of the project.]*

EPA Funds Requested: *[Specify the amount of funding requested from EPA]*

Mandatory Match: *[Specify the amount of mandatory match, including in-kind resources. See Sections I.B.2 and III.B.1.]*

Voluntary Cost Share: *[Specify the amount of voluntary cost share (including in-kind resources). See Section III.B.2.]*

Technology: *[Specify the technologies that will be used in the grant proposal from the following list, as referenced in Section I.B.2 of this RFP:*

- *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*
- *Marine Shore Power*
- *Other Verified Idle Reduction Technology for Locomotives*
- *Engine Repower/Replacement*
- *Vehicle Replacement*
- *Hybrid Replacement*

- *Clean Alternative Fuel Conversion]*

Short Project Description: *[Briefly describe your project (1-2 sentences), especially noting the number of vehicles/equipment for each type of fleet, and the technology used. Example description: Replace 40 drayage trucks with trucks powered by 2010 or newer engines. In addition, repower 2 marine auxiliary engines with new Tier 4 engines.]*

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

Section 1. Project Summary

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

- *The means by which the project will achieve a significant reduction in diesel emissions.*
- *All verified and/or certified technologies to be used or funded by the applicant.*
- *The number, types and typical use, 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. Applicants should schedule time for Final Report preparation into the project timeline.*
- *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 cooperative 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.*
- *Proposals which include repowers and replacements must include a detailed discussion of the fleet owner's normal attrition schedule and must demonstrate that the proposed emission reductions are not a result of vehicle/equipment replacements or repowers that would have occurred through normal attrition/fleet turnover within three years of the project start date.]*

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

Section 2. Environmental Results – Outputs and Outcomes

This section of the work plan must include a discussion of the outputs and outcomes of the project as defined in Section I.D of this RFP. Specific outputs and outcomes should be included. In addition, applicants must describe what measurements 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.

Applicants should follow the instructions in **Appendix C** of this announcement for calculating emissions reductions. It is suggested that the applicant fill out and include the following table, or something similar, in this section of the work plan.

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>Replace 100 drayage trucks</i>	<i>100 drayage trucks replaced with trucks powered by MY 2010 or newer engines</i>	<i>Lifetime Emissions Reductions = 1500 tons NOx 70 tons PM 80 tons HC</i>

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

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

Section 2. Benefits to Communities and Public Health: *[This section should describe the health, economic, and environmental conditions of the communities affected by diesel emissions, how the proposed project will benefit the communities surrounding the port, and how the applicant will engage communities in the development and completion of the project, as described in Section I.C.1 of the RFP.]*

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

Section 3. Partnerships: *[Proposals should identify existing partnerships with relevant port stakeholders to successfully conduct the project, as described in Section I.C.2.]*

If a working partnership already exists or is under development, the proposal should identify all parties involved, as well as provide a clear description of the roles of each partner in the project’s components/tasks and how each partner will contribute to the success of the project. The applicant’s proposal package should include letters of commitment from all existing partners. Letters of commitment should describe the extent to which the partner will engage with the applicant to help effectively complete the project.

If a partnership does not yet exist, proposals should describe how the applicant plans to engage partners and establish working partnerships to successfully complete the project. If the applicant does not intend to have partners, then an explanation should be provided on how it will effectively perform the project without partners.]

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

Section 5. Promote and Sustain Efforts to Reduce Emissions from Port Areas:

[Proposals should address how the project will promote and sustain ongoing efforts to reduce emissions from port operations after funding for this project has ended. This could include, but is not limited to, the project's inclusion in a broader-based port environmental or air quality improvement plan, a documented commitment to continue to identify and address air quality issues at the port. Such examples should include reporting components to ensure the plans are currently in-use, and emissions reductions are lasting.]

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

Section 6. 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 D** of the RFP.]*

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

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 these 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 from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant).

If you do not have any relevant or available past performance or reporting information, please indicate this and you will receive a neutral score for these factors under Section V.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.]

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

Section 8. Staff Expertise and Qualifications

[This section of the work plan must include information on your organizational experience for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) unless certain conditions/requirements are met. For additional information see Section IV.F of this RFP.]

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

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.*

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

Budget Table

	EPA Funding	Cost-Share
Personal		

TOTAL PERSONAL		
Fringe Benefits		
TOTAL FRINGE BENEFITS		
Travel		
TOTAL TRAVEL		
Equipment		
TOTAL EQUIPMENT		
Supplies		
TOTAL SUPPLIES		
Contractual		
TOTAL CONTRACTUAL		
Other		

TOTAL OTHER		
Indirect Charges		
TOTAL INDIRECT		
TOTAL FUNDING		
TOTAL PROJECT COST		

[If the project budget includes any 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 budget object class descriptions to complete the Budget Detail section of the work plan.]

- Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.

- **Travel** - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel. Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.
- **Equipment** - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies** - “Supplies” means all tangible personal property other than “equipment”. The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual** - Identify each proposed contract and specify its purpose and estimated cost. Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
- **Other** - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost. This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.
- **Indirect Charges** - If indirect charges are budgeted, indicate the approved rate and base. Indirect costs are those incurred by the grantee for a common or joint purpose

that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:

- *Personnel (Indirect Rate x Personnel = Indirect Costs)*
- *Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)*
- *Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)*
- *Direct Costs minus distorting or other factors such as contracts and equipment*

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

[Note on Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant Federal audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges cannot be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the work plan.]

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

Section 10. Expenditure of Awarded Grant Funds: Under this section, applicants should provide information about their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

Section 11: Applicant Fleet Description: *[The Proposal must also contain an Applicant Fleet Description section. This information does not count towards the 10-page limit. See Section IV.C.3 of the 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/otaq/ports/documents/fy13-ports-afd-sample.xls.]*

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

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