

# Putting together a grants package

# Sample Request for Proposal (RFP)

RFP NUMBER: EPA-OAR-OTAQ-16-06

CATALOG OF FINANCIAL DOMESTIC ASSISTANCE NUMBER: 66.039

## IMPORTANT DATES

Tuesday, June 14, 2016

Wednesday, August 23, 2016

October 2016

Fall-Winter, 2016

RFP OPENS

RFP CLOSES - PROPOSALS DUE

ANTICIPATED NOTIFICATION OF SELECTION

ANTICIPATED AWARD

Go to: <https://www.epa.gov/cleandiesel/clean-diesel-tribal-grants>



# ► Summary of What EPA Will Fund

- **Verified Exhaust Control Technologies:**
- **Verified/Certified Engine Upgrades: Verified/Certified Cleaner Fuel Use:  
Verified Idle Reduction Technologies**
- **Verified Idle Reduction Technologies on School Buses**
- **Verified Locomotive Idle Reduction Technologies**
- **Verified Shore Connection Systems and Truck Stop Electrification  
Technologies**
- **Verified Aerodynamic Technologies and Low Rolling Resistance Tires**
- **Certified Engine Repower**
- **Certified Vehicle/Equipment Replacement**
- **Nonroad Diesel Vehicles and Equipment**
  - **Stationary Generators and Agricultural Pumps**
  - **All Other Nonroad**
- **Highway Diesel Vehicles and Locomotives:**



## **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, including the Cover Page

(which is recommended not to exceed one page), must not exceed a maximum of 11 single-spaced typewritten pages.

Pages in excess of the 11-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 11-page limit.

A template is available for use at: [www.epa.gov/cleandiesel/clean-diesel-tribal-grants#rfp](http://www.epa.gov/cleandiesel/clean-diesel-tribal-grants#rfp).

Applicants are not required to use the template but may choose to do so.

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

- ❖ Project Title
- ❖ Applicant Information
- ❖ Eligible Entity
- ❖ Total Project Cost
- ❖ Target Fleet
- ❖ Technology
- ❖ Place of Performance (i.e. Project Location)
- ❖ Short Project Description

**Narrative Work Plan:**

**Section 1. Project Summary and Approach**

**Section 2. Project Location**

**Section 3. Benefits to the Community**

**Section 4. Partnerships**

**Section 5. Project Sustainability**

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

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

**Section 8. Budget Narrative and Detail**

# Budget Basics

- ◆ Grant budget includes anticipated funding in different categories needed to achieve objectives of project
- ◆ Includes any match or cost-share requirement

# Budget Preparation

- ◆ Budget is financial expression of project
- ◆ Only necessary, reasonable, and allowable costs

# Budget Preparation (cont.)

Budget costs must be

- Allowable
- Allocable
- Reasonable
- Eligible
- Necessary!



# Budget Preparation (cont.)

The official budget consists of

- a) Completed SF-424, SF-424A, Section B, Budget Categories
  
- b) Budget Narrative



BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$ 0
2.						0
3.						0
4.						0
5. Totals		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (6)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	0
b. Fringe Benefits					0
c. Travel					0
d. Equipment					0
e. Supplies					0
f. Contractual					0
g. Construction					0
h. Other					0
i. Total Direct Charges (sum of 6a-6h)		0	0	0	0
j. Indirect Charges					0
k. TOTALS (sum of 6i and 6j)	\$	0	0	0	\$ 0
7. Program Income	\$	\$	\$	\$	0

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

Previous Edition Usable

**Remember: The budget reflects TOTAL project costs.**

# Budget Narrative in addition to SF424A

Written explanation of costs contained in  
Object Class Categories should

- Be detailed
- Clearly describe costs
- Be very specific about costs

# Personnel

- ✓ Identify position, annual salary, %FTE, amount charged to grant, qualifications etc...
- ✓ Fringe benefits
- ✓ Documentation: activity reports and timesheets must be kept
- ✓ Regulations found at
  - ✓ 40 CFR Part 31
  - ✓ 2 CFR Part 225 (formerly OMB A-87)

# Travel

**List number of trips and travelers, destination(s) and purpose(s) of trips**

- ✓ **Airfare**
- ✓ **Per diem and lodging**
- ✓ **Mileage reimbursement**
- ✓ **Other transportation**

# Equipment

- ✓ Items designated equipment per recipient's policies (i.e. over \$5,000 per unit cost)
- ✓ Inventory control
- ✓ With EPA approval, can be used for other EPA grants
- ✓ Equipment disposal?

# Supplies

- ✓ Designated items per recipient's policies, usually under certain threshold (i.e. less than \$5,000 per unit cost)
- ✓ Paper, pens, pencils, Post-it notes
- ✓ Lab supplies, computers, software
- ✓ Field-survey supplies

# Contractual

- ✓ **Budget contractors and services, not tribal employees**
- ✓ **Competitive proposals**
- ✓ **For sole source, documented cost analysis needed**



# **‘Other’ Direct Costs**

- ✓ Conference/meeting room rental**
- ✓ Phone and postage (cannot be included in indirect cost pool)**
- ✓ Conference/training registration fees**
- ✓ Food and drink?**

# Indirect Costs

- ✓ Costs incurred for common/joint purpose, a.k.a. “overhead costs”
- ✓ Allocable to more than one “cost objective” (grant or source)
- ✓ Not readily identifiable for specific program
  - ✓ Examples: administrative staff, electricity, water, sewer, rent, phones, etc. (indirect-cost rate pool)

## Example Budget Table

Line Item and Itemized Cost	EPA Funding	**Cost-Share
<b>Personnel</b>		
(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>
<b>Fringe Benefits</b>		
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>
<b>Travel</b>		
Local mileage for PM: 100 mi/mo @ \$.17/mi x 12 mo	\$204	
Local mileage for Staff: 200 mi/mo @ \$.17/mi x 12 mo	\$408	
<b>TOTAL TRAVEL</b>	<b>\$612</b>	
<b>Equipment</b>		
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	\$500,000	\$500,000
10 Engines for Repower @ \$50,000 per unit	\$375,000	\$125,000
<b>TOTAL EQUIPMENT</b>	<b>\$ 1,150,000</b>	<b>\$625,000</b>
<b>Supplies</b>		
100 Replacement CCV filters @ \$10 per unit	\$1,000	
<b>TOTAL SUPPLIES</b>	<b>\$1,000</b>	
<b>Contractual</b>		
Retrofit Installation Services Contract	\$10,000	
<b>TOTAL CONTRACTUAL</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Other</b>		
5 Subgrants to School Districts for School Bus Retrofits with DPFs. Each Subgrant @ \$50,000	\$250,000	
<b>TOTAL OTHER</b>	<b>\$250,000</b>	
<b>Indirect Charges</b>		
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$4,800	\$2,080
<b>TOTAL INDIRECT</b>	<b>\$4,800</b>	<b>\$2,080</b>
<b>TOTAL FUNDING</b>	<b>\$1,474,012</b>	<b>\$662,040</b>
<b>TOTAL PROJECT COST</b>	<b>\$2,136,052</b>	

PLACEHOLDER - Show example of a tribal  
DERA proposal

# What's in your grant package?

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

## Grant Application Forms:

- ▶ **Standard Form (SF) 424, Application for Federal Assistance.** Complete the form (download the application package at Grants.gov - see **Appendix A** for full instructions). There are no attachments. 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.
- ▶ **Standard Form (SF) 424A, Budget Information.** Complete the form (download the application package at Grants.gov - see **Appendix A** for full instructions). 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.
- ▶ **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:
  - ▶ Cover Page (as defined in **Appendix B** )
  - ▶ Narrative Work Plan (Sections 1-8 as defined in **Appendix B**)
  - ▶ The Project Narrative, including the Cover Page (which is recommended not to exceed one page) shall not exceed eleven (11) 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 11-page project narrative 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 11-page limit.
- ▶ A sample format for the Project Narrative may be downloaded at: [www.epa.gov/cleandiesel/clean-diesel-tribal-grants#rfp](http://www.epa.gov/cleandiesel/clean-diesel-tribal-grants#rfp).

# What's in your grant package?

- ▶ **Applicant Fleet Description:** This information does not count toward the 11-page limit. The purpose of the Applicant Fleet Description is to describe in detail the specific vehicles and engines targeted for emission reductions as well as the diesel emission reduction solution(s) to be implemented under the proposed project. Information provided in the Applicant Fleet Description will be used to help determine project eligibility based on the funding restrictions identified in Section III.D of the RFP.
- ▶ A sample format for the Applicant Fleet Description may be downloaded at: [www.epa.gov/cleandiesel/clean-diesel-tribal-grants#rfp](http://www.epa.gov/cleandiesel/clean-diesel-tribal-grants#rfp).

# What's in your grant package?

- ▶ **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 11-page limit.
- ▶ **Letters of Support/Partnership:** 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. This information does not count towards the 11-page limit.
- ▶ **Mandated Measures Justification Supporting Information:** If applicable, the proposal 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 RFP. **Applicants must provide sufficient detail and information to support the justification, including maintenance schedules and history, if applicable.** Please see **Section III.D.1** and **Appendix E** for more information. This supporting information should be provided as an attachment and does not count towards the 11-page limit.
- ▶ **Optional Attachments:** These are not included in the 11-page limit.

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

# What's in your grant package?

## Grants.Gov Submission

- ▶ All applicants must submit their proposals electronically through [www.grants.gov](http://www.grants.gov) as explained in Appendix A. Proposals will NOT be accepted via e-mail, fax, standard 1st class mail delivery by U.S. Postal Service, express delivery service, or hand delivery.
- ▶ The electronic submission of your application 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 on the registration requirements that must be completed in order to submit an application through Grants.gov, go to [www.grants.gov](http://www.grants.gov) and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. **If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management ([www.SAM.gov](http://www.SAM.gov)) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on Grants.gov, SAM.gov, and DUNS number assignment is FREE.**
- ▶



# What's in your grant package?

## ▶ APPENDIX A - Grants.gov Proposal Submission Instructions

- ▶ The electronic submission of your application must be made by an official representative of your institution who is registered with [Grants.gov](https://www.grants.gov) and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through [Grants.gov](https://www.grants.gov), go to [www.grants.gov](https://www.grants.gov) and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management ([www.SAM.gov](https://www.SAM.gov)) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on [Grants.gov](https://www.grants.gov), [SAM.gov](https://www.SAM.gov), and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through [Grants.gov](https://www.grants.gov) and whose DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization's SAM account. If not, the application may be deemed ineligible.

To begin the application process under this grant announcement, go to [Grants.gov](https://www.grants.gov) and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu. Then click on the red button titled, “Get Application Package,” on the right hand side of the screen, as shown below.

# What's in your grant package?

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workshop/Competition	Actions
66.039							<a href="#">Select Package</a>

Then, search by **Funding Opportunity Number: EPA-OAR-OTAQ-YY-##**

From the list of Opportunity Package(s) currently available, click on the “Select Package” link, as shown below.

### Apply for Grants

Applying for a grant is an exciting but resource-intensive process. Below is an overview of the application process in Grants.gov. For more specific instructions on applying in Grants.gov, click on one of the steps below. If you are interested in more context and information about the grants lifecycle, visit [Grants 101](#).

Before you apply, make sure you found a funding opportunity you are eligible for and registered to apply through Grants.gov as an individual or an organization.

### Get Application Package

If you know the specific CFDA Number, Funding Opportunity Number, or Funding Opportunity Competition ID, quickly search for the package.

[Get Application Package »](#)



**Thank you!**

**Lucita Valiere, National DERA Tribal Lead**

**206-553-8087**

**[valiere.lucita@epa.gov](mailto:valiere.lucita@epa.gov)**