

U.S. EPA, Region 4 Southeast Diesel Collaborative Request For Proposals (RFP) FY 2006

AGENCY NAME: U.S. Environmental Protection Agency, Region 4, Air, Pesticides and Toxics Management Division

FUNDING OPPORTUNITY NAME: Southeast Diesel Collaborative

RFP NO: EPA-R4 -SEDC-2006

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034 – Surveys, Studies, Investigations, Demonstrations and Special Purpose Activities Relating to the Clean Air Act Section 103.

DATES

- The grant period for all applicants applying under this assistance solicitation is anticipated to begin on October 1, 2006, and expire no later than September 30, 2008.
- The closing date and time for applicants to submit proposals under this announcement is 6:00 PM on July 7, 2006. Proposals submitted via electronic-mail (e-mail) or through grants.gov must be received by this date and time. (See Section IV for further information).

I. FUNDING OPPORTUNITY DESCRIPTION

A. Project Summary

The U.S. Environmental Protection Agency (EPA) is accepting proposals to fund projects within the Region 4 states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and/or Tennessee, that will demonstrate effective emission control technologies and strategies, methods or approaches to reducing diesel emissions as part of the Southeast Diesel Collaborative. The Southeast Diesel Collaborative is a collaboration of federal, state and local agencies, along with communities, non-profit organizations and private companies working together to reduce emissions from diesel engines in the Southeast.

EPA has set stringent standards for *new* diesel engines and their fuels, including heavy-duty trucks and buses, and nonroad equipment such as construction and cargo handling equipment. Cleaner truck standards will take effect for model year 2007 engines, and standards for *new* nonroad equipment will follow, starting in 2010. When fully implemented in 2030, particulate matter (PM) will be reduced by a quarter million tons per year and nitrogen oxides by about 4 million tons per year, yielding \$150 billion in health benefits. However, diesel engines last a long time, and we estimate over 11 million engines nationally can be affected through emission reduction projects. Many scientific studies have linked diesel pollution, which contributes to PM, ozone, and air toxics, with a number of serious respiratory and cardiac health effects.

Funds will be awarded pursuant to Section 103 of the Clean Air Act, 42 U.S.C §7403. Funding will be in the form of cooperative agreements or grants for projects that reduce diesel emissions and protect human health and the environment.

Projects should:

- include a diverse group of partners;
- leverage significant resources and/or funds from a variety of sources;
- include an evaluative component; and
- achieve real, measurable reductions and results.

Projects may include, but are not limited to, a variety of emissions reductions solutions such as: add-on technology, engine replacement or rebuilds, and idle reduction technologies or strategies.

Proposals to fund projects under this announcement that demonstrate effective emission control technologies and strategies, methods or approaches to reducing diesel emissions must fall under at least one of the following categories to be considered for funding:

Agriculture—

Agriculture accounts for almost 20% of the PM emissions in the United States. These emissions are in the form of high sulphur diesel fuel, transport of commodities and farm equipment. Agriculture can play an important role in reducing PM emissions through retrofit technologies and production of biodiesel for local and regional use. Projects which fall under “Agriculture” will include development of biodiesel networks and production of biodiesel for local use, use of biodiesel in combination with other retrofits, retrofitting of farm equipment.

Construction –

Non-road construction equipment can be a major source of PM emissions which directly affect the nearby area surrounding the construction activity. There are a wide array of diesel-powered construction equipment which includes, but is not limited to, bulldozers, cranes, generators, tractors, earth moving equipment and materials-transport vehicles. Projects which fall under the “Construction” category will affect these types of engines through operational and/or technological improvements.

Truck-based Freight –

Long-haul diesel-powered trucks are one of the largest sources of oxides of nitrogen and particulate matter emissions in Region 4. There are an estimated 1.1 million long-haul trucks operating throughout the Southeast. Long-haul trucks can be individually owned, or part of a larger fleet of vehicles. Projects which fall under the “Truck-based Freight” category will affect these vehicles through operational and/or technological improvements. Projects could also include affecting locations where trucks congregate, such as inter-modal freight areas, truck stops, international bridge and tunnel crossings, etc.

Public Fleets-

Public fleet vehicles are an essential part of the day-to-day operations and maintenance of a metropolitan area. As such, public fleet vehicles are in use for longer periods of time when compared to their privately-owned counterparts. A cleaner public fleet vehicle such as garbage

truck, transit bus, street sweeper, snow plow, dump truck, or other municipally-owned vehicle (except for school buses, which will be addressed in a separate RFP) shows your community that cleaner air is a priority in your area. Potential projects for the “Public Fleets” category will affect these types of vehicles through operational and/or technological improvements.

B. Statutory Authority

The statutory authority for this action is Section 103 of the Clean Air Act, 42 U.S.C §7403. *Section 103* authorizes EPA to make grant awards to support short-term projects aimed at conducting and promoting research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. For purposes of this announcement, demonstrations must involve new or experimental technologies, methods, or approaches. The results of the project must be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration.

C. Alignment with EPA’s Strategic Plan

All proposals must support Goal 1 of EPA’s 2003-2008 Strategic Plan, Clean Air and Global Climate Change; Objective 1.1: Healthier Outdoor Air, which states, “Through 2010...[EPA will]...protect human health and the environment by attaining and maintaining health-based air-quality standards and reducing the risk from toxic air pollutants” (www.epa.gov/ocfo/plan/2003sp.pdf)

D. Measuring Environmental Results

Measuring Environmental Results: Outputs and Outcomes

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes in their proposed workplan.

- 1. Outputs:** The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected *outputs* from the projects funded under this solicitation may include, but are not limited to, the following: numbers of retrofitted engines/vehicles/equipment, annual pounds or tons of PM2.5, NOx, CO and/or VOCs reduced, cost effectiveness of project (in \$/ton or \$/lb).

To estimate *some* of the anticipated *outputs* of your proposal, EPA highly encourages you to use one or more of the following models where possible. Other methodology used must

be described in detail in your application:

- To quantify estimated emissions reductions for non-trucking proposals, please use the National Mobile Inventory Model (<http://www.epa.gov/otaq/nmim.htm>). For technical assistance regarding this tool, please email mobile@epa.gov
- To quantify estimated emissions reductions for trucking projects that utilize add-on controls or alternative fuels (except for biodiesel), please use the Smartway FLEET Performance Model (http://www.epa.gov/smartway/smartway_fleets_software.htm). For technical assistance regarding this tool, please contact Annie Kee at kee.annie@epa.gov or 202-343-9218.
- To quantify emissions reductions for biodiesel projects, please use EPA's biodiesel calculator (<http://www.epa.gov/otaq/retrofit/techlist-biodiesel.htm>). For technical assistance with this tool, please contact John Brock at brock.john@epa.gov or 415-972-3999.

In addition, the following guidance documents may be helpful:

- Guidance for Quantifying and Using Long Duration Truck Idling Emission Reduction in State Implementation Plans and Transportation Conformity (<http://www.epa.gov/smartway/documents/truckidlingguidance.pdf>)
- Guidance for Quantifying and Using Long Duration Switch Yard Locomotive Idling Emission Reductions in State Implementation Plans (<http://www.epa.gov/smartway/documents/420b04002.pdf>)
- Exhaust and Crankcase Emission Factors for Nonroad Engine Modeling - Compression-Ignition (<http://www.epa.gov/otaq/models/nonrdmdl/nonrdmdl2004/420p04009.pdf>)
- Median Life, Annual Activity, and Load Factor Values for Nonroad Engine Emissions Modeling (<http://www.epa.gov/otaq/models/nonrdmdl/nonrdmdl2004/420p04005.pdf>)

If you are unable to use any of the above mentioned calculators, please describe your methodology in detail. The Carl Moyer Program Guidelines (<http://www.arb.ca.gov/msprog/moyer/guidelines/revisions05.htm>) Appendix B and Appendix C provide potential emissions factors and calculation methodology, respectively.

For general questions about these tools and guidance documents, please contact Alan Powell at powell.alan@epa.gov or 404/562-9045.

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

Examples of environmental outcomes from the projects to be funded under this announcement may include but are not limited to the following: increased understanding

of the environmental or economic effectiveness of the demonstrated technology, acceptance of new technology by users and manufacturers, improved ambient air quality, and health benefits achieved (i.e., numbers of illnesses, health care costs, or missed work/school days avoided, etc.)

II. AWARD INFORMATION

A. Amount of Funding Available

EPA Region 4 anticipates awarding approximately \$100,000 under this announcement. The number of grants and/or cooperative agreements EPA will fund as a result of this announcement will be based on the quality of project proposals received and the availability of funding. It is anticipated that approximately two to three awards will be made. Proposals in which the applicant is requesting assistance funds in excess of \$75,000 or below \$25,000 will not be reviewed.

B. Funding Type

The funding for selected projects will be in the form of a grant or cooperative agreement awarded under the Clean Air Act Section 103. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA will award cooperative agreements for those projects in which it expects to have substantial technical interaction with the recipient throughout the performance of the project. For such projects, EPA may review and approve project phases, review and approve proposed sub grants and contracts, collaborate with the recipient on the scope of work and mode of operation of the project, closely monitor the recipient's performance, approve any proposed changes to work plan and/or budget, and review and comment on reports prepared under the assistance agreement.

C. Start Date/Project Duration

All projects should have an anticipated start date of October 1, 2006. Proposed project periods may be up to two years. Should the award of funds be delayed, EPA will work with the applicant to adjust the project end date as needed.

D. Miscellaneous

Funding for these projects is not guaranteed and is subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process. Award of funding through this year's competition is not a guarantee of future funding.

EPA reserves the right to make additional awards under this announcement (after the original

award selections are made) if additional funding becomes available. Any additional selections for awards will be made no later than 6 months after the original selection decisions. The additional selections must be made in accordance with the terms of this announcement and EPA policy.

EPA reserves the right to reject all applications and make no awards under this announcement or make fewer awards than anticipated.

III. ELIGIBILITY INFORMATION

A. Who May Apply?

EPA is soliciting proposals from States, Federally Recognized Indian Tribes and Tribal Consortia, local governments, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private nonprofit institutions.

Successful applicants must use a competitive process for obtaining any necessary contracts for services and products and conduct cost and price analyses to the extent required by federal, state or local procurement requirements. All contracts and the purchase of supplies and equipment must be conducted in a manner providing free and open competition, to the maximum extent practicable. As such, applicants should refrain from mentioning specific technology producers in their proposals unless they are sole source providers.

An applicant may submit more than one proposal under this announcement if the proposals are for different projects.

B. Funding Restrictions and Requirements

There is no statutory or regulatory match requirement under the Clean Air Act Section 103. However, please note that leveraging with added resources or funding will be considered as an evaluation criterion during the selection process (See Section V). Applicants, who commit to providing matching funds either directly or through third parties, should expect to be held to this level of commitment if their project is selected for funding.

EPA grant or cooperative agreement funds may only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. Grant or cooperative agreement funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings, and may not be used to sue the Federal government or any other government entity.

C. Eligibility Screening Requirements: Threshold Criteria

To be eligible for funding consideration under this announcement, proposals must meet the following threshold criteria. Failure to meet any of the following criteria in the proposal will result in the automatic disqualification of the proposal for funding consideration. Ineligible applicants will be notified within 15 calendar days of the determination that they are ineligible based on the threshold criteria.

1. Proposals must support Goal 1 of EPA's Strategic Plan by reducing diesel emissions.
2. Proposals must fit within EPA's funding authority in section 103 of the Clean Air Act and not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior grant or cooperative agreement.
3. Proposals must substantially comply with the submission instructions and requirements set forth in this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed. Further, proposals must be received by the EPA or through Grants.Gov on or before the closing date and time published in Section IV of this announcement. Proposals received after the published closing date and time will be returned to the sender without further consideration.
4. Proposals in which the applicant is requesting assistance funds in excess of \$75,000 or less than \$25,000 will not be reviewed.
5. Projects must be located in one or more of the following Region 4 states: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and/or Tennessee
6. Proposals to demonstrate effective emission control technologies and strategies, methods or approaches to reduce diesel emissions must fall under at least one of the following categories identified in Section I to be considered for funding: Agriculture, Construction, Truck-based Freight, or Public Fleets.
7. Retrofit technologies or engine replacements must be either verified or recognized under EPA's Retrofit Program, certified by another EPA program, verified by the California Air Resources Board (CARB), or involve the application of a verified technology in an unverified application. Idle reduction technologies, which are not verified under EPA's programs, are exempt from having to meet the verification requirement.

Technologies that EPA has verified are listed on EPA's Verified Technologies List (<http://www.epa.gov/otaq/retrofit/retroverifiedlist.htm>). CARB listed technologies may be found at <http://www.arb.ca.gov/diesel/verdev/verdev.htm>.

In cases where an applicant would like to use EPA verified technologies in applications that have not yet been verified, applicants should discuss or explain in the proposal the reasoning used to determine that the technology will function properly in this application and their rationale for any estimated emissions reductions.

IV. APPLICATION AND SUBMISSION INFORMATION

A. General

Proposal workplans, as described in Part B below, must be limited to five pages single spaced including the cover page. Attachments for the Fleet Information and Budget sections will not count toward the five page limit. In addition, resumes and other supporting documentation such as letters of support can be submitted as attachments and will not count toward the five page limit. All proposals, complete with the attachments, must be formatted for 8 ½" x 11" paper using no smaller than 11 point Times New Roman font with 1" margins as one Microsoft Word or Adobe Acrobat file.

Please do not zip the file-it will not be accepted.

It is recommended that confidential business information not be included in your proposal.

B. Proposal Work Plan Elements

Each proposal workplan should include the following components:

1. **Cover Page:** Include the following information:
 - a. **Project Title:**
 - b. **Project Manager:** Identify who will serve as the principal party responsible for accomplishing the activities outlined in the work plan, including phone number and email address.
 - c. **Total Project Cost:** Specify total amount requested from EPA, as well as any resources or funding from any other source that may be contributing support.
 - d. **Project Period:** Provide anticipated beginning and ending dates. Funds are expected to be available to begin project activities on or after October 1, 2006 and end no later than September 30, 2008.
 - e. **Summary Statement:** One to two sentence summary of proposal describing the types of equipment affected by the project and technology to be demonstrated.
2. **Narrative Workplan:** The narrative work plan must explicitly describe how the proposed project meets the guidelines established in Sections I-III, including the eligibility requirements in Section III, Part C, and address each of the evaluation criteria disclosed in Section V, Part B. (Evaluation Criteria).
 - a. **Project Description:** Provide a brief project description including:

- (i) a well-supported statement or needs assessment of how your project will reduce diesel emissions in a specific priority area (Agriculture, Construction, Freight-based Trucking or Public Fleets) within Region 4;
 - (ii) specify the problem to be addressed which demonstrates the reason your proposal should receive funding support, including local conditions such as nonattainment status, sensitive populations or environmental justice areas and geographical areas of impact;
 - (iii) estimated time-line or schedule of expected target dates and milestones to achieve specific tasks and accomplishments during the budget and project period; and (iv) necessary tasks and activities that will be conducted to accomplish the objectives, including how the knowledge gained from this demonstration project will be disseminated for use by others. Describe why you have chosen these activities to obtain the desired environmental results. The tasks and activities should be realistic and achievable within the budget and project period of the grant.
- b. **Specific Environmental Outputs:** Identify the specific outputs in terms of number of engines retrofitted, anticipated emissions (PM2.5, NO_x, CO and/or VOCs) reduced (in tons or lbs/year), and the cost effectiveness (in \$/lb or \$/ton), and how you will measure and track whether you are achieving the outputs. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. If an applicant proposes to develop a business strategy to implement a biodiesel network, the proposal should include enough discussion and explanation to demonstrate that this is a measurable goal, which can ultimately lead to significant PM reductions.
- c. **Desired Environmental Outcomes:** Specify the quantitative and qualitative outcomes of the project, including what measurements you will use and how you will measure, track and evaluate the results of your project and whether you are achieving the expected outcomes. Examples of outcomes may include, but are not limited to, the following: increased understanding of the environmental or economic effectiveness of the demonstrated technology, acceptance of new technology by users and manufacturers, improved ambient air quality, and health benefits achieved (i.e., numbers of illnesses, health care costs, or missed work/school days avoided, reduced emissions, etc.).
- d. **Collaborations or Partnerships:** Identify all proposed partnerships and stakeholder groups that have committed to be involved in the project and what each of the groups' roles will be in project staffing, funding, design and implementation.
- e. **Environmental Results Past Performance:** Submit a list of EPA funded assistance agreements that your organization performed within the last three years, and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements.

If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider other 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 have no relevant or available past performance reporting history, please indicate this in the proposal, and you will receive a neutral score for this factor under Section V.

- f. **Programmatic Capability:** Submit a list of EPA funded agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years, and describe (i) how you were technically able to successfully carry out and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports.

In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior EPA grantors (e.g., to verify and/or supplement the information provided by the applicant). If you have no relevant or available past performance or past reporting history, please indicate this in the proposal and you will receive a neutral score for the elements of this factor under Section V

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

3. **Attachments:** The following two sections should be included as attachments to the workplan and will not count as part of the 5-page limit. There is no page limit to these two attachments, but they should be combined with the work plan narrative into a single file.
 - a. **Fleet Information:** Provide the following information for each vehicle in the fleet: vehicle make, vehicle model, vehicle model year, engine manufacturer, engine model number, engine year, engine horsepower, annual mileage and/or annual hours of operation, fuel type currently used, annual fuel usage, and existing aftermarket treatment devices. Include the type of retrofit, anti-idling device, vehicle replacement, or engine replacement that is proposed. For any vehicle type, if anti-idling devices are proposed, list the annual hours of idling and estimate how much these hours will be reduced as a result of installing the anti-idling technology.

If the project is not directly affecting engines within a fleet, the applicant must provide estimates to the amount and type of engines that will be indirectly affected by the project.

- b. **Budget:** Provide a detailed itemized budget proposal using the example below, justifying the expenses for each of the following categories being performed within the grant/project period. Indicate what portion of the cost will be paid by EPA, and what portion will be paid by the applicant or other partners.

1. Personnel:

Indicate salaries and wages, by job title of all individuals who will be supplemented with these funds. For example:

	EPA	Applicant
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* Fleet Manager @ \$600/wk x 12 weeks =	\$7,200	\$0
(or)		
* Fleet Manager @ \$15/hr x 40 hrs/wk x 12/wks =	\$0	\$7,200
Total =	<u>\$7,200</u>	<u>\$7,200</u>

2. Fringe Benefits:

Indicate all mandated and voluntary benefits to be supplemented with these funds. For example:

	EPA	Applicant
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* Health Insurance-		
1 FTE @ \$35/month x 12/months =	\$420	\$0
* Dental –		
1 FTE @ \$40/mo x 12/months =	\$480	\$0
Total =	<u>\$900</u>	<u>\$0</u>

3. Travel:

Indicate number of individuals traveling, destination, number of trips, and reason for travel. For example:

	EPA	Applicant
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* Site Visit to Regional Transportation Warehouse		
Local Travel Mileage - 1000 miles x \$0.36 =	\$0	\$360
*Strategic Meeting with Co-applicants		
Air Fare for 1 person to Chicago, IL =	\$250	\$0
Per diem for 2 days @ \$40/day for 1 person =	\$80	\$0
Hotel for 1 night for 1 person =	\$75	\$0
Total =	<u>\$405</u>	<u>\$360</u>

4. Equipment:

Identify items to be purchased such as air quality related instruments used in support of work plan objectives. Provide an estimated cost for each item. Make sure you can support your cost estimate. EPA policy defines equipment as items costing \$5,000 or greater per unit with a useful life of one year or more. If your

organization uses a stricter definition of equipment, explain. For example:

	EPA	Applicant
* 20 Diesel Oxidation Catalysts @ \$800/each	\$16,000	\$0
Total =	<u>\$16,000</u>	<u>\$0</u>

5. Supplies:

Indicate any items to be purchased that will be used in support of air project workplan objectives.

For example:

	EPA	Applicant
* 50 DOC and anti-idling pamphlets for community members @ \$2 each	\$0	\$100
*Software	\$0	\$100
Total =	<u>\$0</u>	<u>\$200</u>

6. Contractual:

Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Examples of contractual items include training from equipment manufacturer, installation of retrofit equipment by 3rd party, etc. For example:

	EPA	Applicant
* Fleet mechanic training on retrofitting, anti-idling workshop 50 mechanics @ \$100/each	\$5000	\$0
* Installation of DOCs 20 units @ \$75/each [\$15.00 per sample = 15 x 52 = \$780]	\$0	\$1,500
Total =	<u>\$5,000</u>	<u>\$1,500</u>

7. Other:

Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan. For example:

	EPA	Applicant
* Office needs (postage, phone, fax, etc.) =	\$150	\$150
* Office space (utilized for project-related activities such as installation, etc.) \$120/mo x 2/mo =	\$240	\$0
Total =	<u>\$390</u>	<u>\$150</u>

8. Total Direct Charges:

Summary of all costs associated with each object-class category.

	EPA	Applicant
* Total =	<u>\$29,895</u>	<u>\$9,410</u>

9. Total Indirect Costs:

If indirect costs are requested, applicants must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if organization is in negotiations with appropriate federal agency to obtain a new rate.

	EPA	Applicant
* IDC Rate is 10% of total direct charges =	<u>\$3,895</u>	<u>\$0</u>

10. Total Cost:

Indicate overall figure of all direct and indirect costs. For example:

	EPA	Applicant
* Total Budget =	<u>\$33,790</u>	<u>\$9,410</u>

c. Form SF424

C. Application Instructions

Applicants are encouraged to apply electronically via e-mail or online using the Grants.gov website with an electronic signature- please only use one method. For those applicants who lack the technical capability to apply either by e-mail or through Grants.gov, please contact Alan Powell (404-562-9045 and/or powell.alan@epa.gov) for alternative submission methods. Regardless of mode of submission, the closing date and time for applicants to submit proposals under this announcement is 6:00 PM on July 7, 2006. Proposals submitted via electronic mail (e-mail) or through grants.gov (or through any approved alternative method) must be received by EPA or through grants.gov by this date and time or else they will not be considered..

1. Instructions for E-Mail Submissions

Proposals must be e-mailed to powell.alan@epa.gov. The title of the email should read “2006 Southeast Diesel Collaborative Proposal”. The proposal should be one attached file prepared as described in Section IV, Parts A and B above. Please do not zip the attached file. If you do not receive an email confirmation within five business days, please call Alan Powell at 404-562-9045.

2. Instructions for Submissions Using Grants.Gov

With Grants.Gov, you will be able to submit your entire proposal package on line with no hard copy or computer disks. Please be sure to view the additional instructions that are available for download on Grants.gov for this announcement and which are printed below. If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/Customersupport> or call the toll free Contact Center at 1-800-518-4726.

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal package must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) 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 AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process, go to <http://www.Grants.Gov> and click on “Apply for Grants.” Following the on-line instructions, download PureEdge Viewer software and enter the Funding Opportunity Number, EPA-R5-SEDC-2006, in the space provide to retrieve the application package. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then to go EPA opportunities).

Be sure to download and read the instructions and the application package at the Grants.Gov web site.

Proposal Submission Deadline: Your complete proposal package submitted by your AOR must be received by Grants.gov (<http://www.grants.gov>) no later than July 7, 2006(6 pm Eastern Daylight Savings Time).

Proposal Materials

The following forms and documents are required to be submitted by applicants using grants.gov under this announcement:

I. 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.

II. Proposal Workplan

Prepare as described in Section IV, Parts A and B of this announcement.

The proposal workplan should be readable in PDF or MS Word for Windows and consolidated into a single file.

Submission Instructions

Documents I and II listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For document I, 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 II, you will need to attach electronic files. Prepare your proposal workplan as described above in Section IV, Parts A and B of this announcement and save the document to your computer as an MS Word or PDF file. When you are ready to attach your proposal workplan to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach it (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 other attachments that you would like to submit to accompany your proposal, you may click "Add Optional Project Narrative File" and proceed as before. 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."

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 Web page. 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 – FY06 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to "Applicant Name – FY06 Assoc Prog Supp – 2nd Submission."

Once your application 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 application 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., FY06), 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 application 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 support@grants.gov or contact Alan Powell at 404-562-9045 and/or email at powell.alan@epa.gov.

Application packages submitted thru grants.gov will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (not from support@grant.gov) within 30 days of the application deadline, please send an email at powell.alan@epa.gov. Failure to do so may result in your application not being reviewed.

If you have never used Grants.Gov before, here are some tips.

Most organizations have found Grants.Gov to be a user friendly system. The most frequent concern has occurred when an organization has delayed obtaining the unique electronic signature to the last minute.

Register for your electronic signature early! An electronic signature requires three levels of authorization before you can submit on line. You need to decide who will be the AOR, the caretaker of the electronic signature for your organization. At a university the Chief Grant Official generally signs all of the electronic grants for the entire institution. If all goes well, this process takes about a week, but some organizations have encountered internal and external delays; therefore the registration process can take longer.

Remember, you cannot submit your application online until your organization has e-authentication credentials. Here are the basic steps:

1. Obtain a Certified DUNS Number. You must first have a certified, unique Dun and Bradstreet Universal Data Numbering System (DUNS) number. Some organizations may have more than one DUNS number registered. Only one can be certified. This can lead to unanticipated delays.

2. Central Contractor Registry and Credential Provider Registration. Once you have your unique, approved DUNS number, you need to register with the Central Contractor Registry.

3. Grants.Gov Electronic Signature Authorization. Once steps A and B are complete, you will then need to contact Grants.Gov. The Authorized Organization Representative (AOR) will be assigned a password that will enable him or her to sign the Grants.Gov applications electronically. The AOR must be an individual who is able to make legally binding commitments for the applicant organization. Organizations may designate more than one AOR.

Be sure to download and read the instructions and the application at the Grants.Gov web site

D. DUNS

All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. Applicants who do not already have a DUNS number may find instruction for obtaining one at the following website: <http://www.Grants.Gov/GetStarted>. A DUNS number may also be obtained by calling 1-866-705-5711.

E. Intergovernmental Review

Applicants (except for Federally Recognized Indian Tribes and Tribal Consortia) must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372. EPA's implementing regulations for this Executive Order can be found at 40 CFR §29.1-29.13.

F. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. 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. Note that under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

G. Pre-proposal/Application Communications and Assistance

In accordance with EPA's Competition Policy of January 11, 2005 (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 contents of their applications.

However, EPA will hold two conference calls to respond to questions relating to this announcement. The conference calls will be held at 2:00 pm EDT and will last for one and a half hours maximum. When there are no more questions, the call will be ended. The conference calls will be held on June 13th and June 27th. The toll free call in number is 1-866-299-3188. The access code is 4045629127#. The call will begin promptly at 2:00 pm. If there are no participants on the line, we will end the call.

V. PROPOSAL REVIEW INFORMATION

A. Review and Selection Process:

There will be a three-tiered review process for proposals. The first tier will be a basic review of the proposals to assure they are eligible for funding consideration. This first tier will include a determination of whether the applicant has satisfied all the threshold criteria listed in Section III, Part C.

Those proposals that pass the first tier will undergo a second tier review. The second tier will involve the actual evaluation of the proposals against the criteria below. Each eligible proposal that meets the first tier review requirements will be reviewed by a panel consisting of EPA Region 4 staff possibly some external partners. As a competitive financial assistance program, no proposal (whether a State, local or tribe, or other organization) is guaranteed funding. Each eligible proposal submitted will be evaluated by the panel against the Evaluation/Ranking Factors described in the following Part (Section V, Part B). Each proposal will be given a numerical score, with a total of 100 points possible.

The third tier review will involve a selection committee from the Region 4 staff making final funding recommendations to the Region 4 Air, Pesticides and Toxics Management Division Director. After the second tier review, the review panel will rank the proposals based on their numerical scores and provide the rankings to the Selection Committee. The selection committee will conduct a third tier review and develop the funding recommendations based on the review panel rankings and the following factors: 1) the geographic distribution of funds; and 2) the distribution across the four priority categories identified in Section I.A. of this announcement. The selection committee's recommendation will be forwarded to the Division Director for final funding decisions based on the recommendations of the selection committee and consideration of programmatic priorities.

B. Evaluation Criteria:

Each eligible proposal 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 under a points system, with a total of 100 points possible.

1. **Environmental Results- Measurable or Quantifiable Outputs and Outcomes: 25 pts.**
Includes the degree to which the applicant has provided an evaluative component to the project including an estimation of anticipated emissions (PM2.5, NOx, CO and/or VOCs) reductions (in tons or lbs/year), the cost-effectiveness of the project (in \$/lb or \$/ton), the health and/or environmental benefits (quantified or qualified), operational concerns or other barriers to applying the technologies, and any other measurements as requested in Section I., D. Measuring Environmental Results, in addition to how the applicant's progress and success in achieving the outputs and outcomes of the project will be measured.

2. **Programmatic Capability: 20 pts. (5 points for each item below)**
Under this factor, the Agency will evaluate the applicant's technical ability to successfully carry out the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing EPA funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements under EPA funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under these agreements, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

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). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this factor. The neutral scores for (i) and (ii) are 3 each.

3. **Collaboration/Partnerships and Leveraged Resources: 15 pts.**
Degree to which the project proposes to work in partnership with a diverse set of stakeholders and leverage significant resources to implement the proposal. Applicants are encouraged to collaborate with other entities.

4. **Fleet Information: 10 pts.**
Extent to which the proposal adequately describes the fleet and its history, and includes a Fleet Information Table.

5. **Non-attainment: 10 pts.**
Ability of the project to impact an area that is nonattainment for ozone and/or fine particulate matter standards.

6. **Budget Reasonableness: 10 pts.**

Extent to which the budget for the project is reasonable and includes all required categories, including any leveraged resources.

7. Sensitive Populations/Environmental Justice: 5 pts.

Extent to which the project identifies and addresses, as appropriate, disproportionately high and adverse human health or environmental effects on minority populations and low-income populations pursuant to Executive Order 12898.

http://www.epa.gov/compliance/resources/policies/ej/exec_order_12898.pdf

8. Past performance in Reporting Environmental Results: 5 pts.

Extent and quality to which the applicant adequately documented and/or reported on its progress towards achieving the expected results (e.g., outcomes and outputs) under EPA funded agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.

Note: In evaluating applicants under this factor, EPA 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). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor. The neutral score is 3.

VI. Award Administration Information

A. Award Notices:

EPA will notify both successful and unsuccessful applicant(s) in writing and electronic mail. Applicants preliminarily selected for funding will have an opportunity to negotiate elements of their work plan and budget, as appropriate and consistent with EPA policy, and submit final applications, including all required assistance documents to Region 4 Acquisitions and Assistance Branch.

Note - USEPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with EPA's Competition Policy (EPA Order 5700.5A1, Section 11). The notification, which advises that the applicant's proposal has tentatively been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the Air and Radiation Division Director is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 60 days from the date of selection.

B. Administrative and National Policy Requirements.

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm

2. Programmatic Terms and conditions will be negotiated with the selected recipient.

C. Reporting Requirement.

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. Applicants are further required to make a commitment to share all data collected with EPA for assessment on a regional level. The Final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should encompass a complete overview/summary of all of the activities conducted within the grant project period; including any and all data results as well as a justification for impediments should be addressed. The schedule for submission of quarterly reports will be established by EPA, after applicant has been approved for an award. While the Agency will negotiate precise terms and conditions relating to substantial involvement as part of the award process, EPA will not select employees or contractors employed by the recipient(s) and the final decision on the content of reports rests with the recipient(s).

D. Nonprofit Applicants

Nonprofit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c., and 9.d of EPA Order 5700.8, EPA Policy on Assessing Capabilities of Nonprofit Applicants for Managing Assistance Awards.

E. 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) which can be found at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the Agency Contact listed in Section VII.

VII. AGENCY CONTACTS

FOR FURTHER INFORMATION CONTACT:

Alan Powell

Powell.alan@epa.gov

Phone: 404-562-9045

Fax: 404-562-9019

VIII. OTHER INFORMATION

The EPA Award Official is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

Southeast Diesel Collaborative: The Southeast Diesel Collaborative is a collaboration of federal, state and local agencies, along with communities, non-profit organizations and private companies working together to reduce emissions from diesel engines in the Southeast. More information can be found at: www.southeastdiesel.org.

National Clean Diesel Campaign: The National Clean Diesel Campaign's grants and funding webpage also has links to current and past grant opportunities related to diesel, including links to EPA's Smartway Transport Partnership, Clean School Bus USA and Community Action for a Renewed Environment (CARE) grants at: <http://www.epa.gov/cleandiesel/grantfund.htm>.