

US EPA ARCHIVE DOCUMENT

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

**TITLE:** “BEIJING DIESEL RETROFIT PILOT PROGRAM”

**ACTION:** Request for Applications (RFA) - Initial Announcement.

**RFA NO:** OAR-CCD-05-06

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:** 66.034

**DATES:** The closing date for receipt of applications is April 29, 2005. All applications, however transmitted, must be received by the closing date to receive consideration

To allow for efficient management of the competitive process, EPA requests eligible organizations submit an informal notice of “Intent to Apply” by April 15, 2005. Submission of an Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals. Eligible entities not submitting an Intent to Apply are still eligible to apply by the closing date.

**SUMMARY:** This notice announces the availability of funds and solicits applications from eligible organizations to propose a project that demonstrates installation and use of diesel retrofit technology designed to reduce pollution from a heavy-duty diesel bus or truck fleet in Beijing, through the use of EPA verified or CARB (California Air Resources Board) certified pollution reduction retrofit technology and low-sulfur diesel fuel. The project may investigate the costs and in-use effectiveness of diesel retrofit technologies under Chinese operating conditions. The goals of the demonstration project are to: (1) demonstrate the in-use effectiveness of EPA verified or CARB certified diesel retrofit technologies, including but not limited to diesel particulate filters, diesel oxidation catalysts, and low sulfur diesel fuel, on Chinese heavy-duty diesel vehicles under Chinese operating conditions; (2) develop quantitative information on costs and emissions reductions of retrofit technologies in China for dissemination to Chinese and international stakeholders; (3) develop a program appropriate for China that can be replicated to retrofit other fleets in China (and in other countries); and (4) build technical capacity in China to implement such a program by working in close collaboration with Chinese partners during this project.

**FUNDING/AWARDS:** It is anticipated that the total amount of funds available for this solicitation is \$200,000. EPA anticipates award of one cooperative agreement resulting from this announcement. EPA encourages coalitions or partnerships to collaborate in submitting one application and carrying out the project. While no cost share is required, EPA would encourage the recipient to leverage federal dollars by negotiating reductions in cost of goods and services needed to complete the project, for example, retrofit technology.

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### I. Funding Opportunity Description

#### A. Background.

EPA is soliciting applications for a cooperative agreement to assist the government of China and the City of Beijing to reduce air pollution from heavy-duty diesel vehicles through a pilot demonstration project, which will use EPA verified or CARB certified pollution reduction devices<sup>1</sup> operating on diesel fuel with the appropriate sulfur content. EPA recognizes that China may encounter a variety of obstacles to developing and carrying out successful projects to reduce pollution caused by existing heavy duty diesel vehicles. Through this solicitation, EPA seeks to support efforts to demonstrate diesel retrofits in Beijing and to compile information about ways to overcome any structural, organizational, or technical challenges that may arise in implementing a broader project to reduce pollution from heavy duty diesel vehicles, including information regarding the effectiveness of verified or certified technology on a range of diesel engine types and model years operating in a variety of conditions. The results of this case study will be made available to all stakeholders interested in pursuing similar projects.

Uncontrolled diesel exhaust has health implications for everyone. Fortunately, diesel emissions can be significantly reduced through the installation and proper use of pollution control technologies retrofitted on existing diesel vehicles. The technologies are available now and the benefits are immediate. Demonstrating successful approaches to reducing pollution from heavy-duty diesel vehicles in China will provide an important tool for China as it moves to implement similar cleaner diesel projects, particularly with the upcoming 2008 Beijing Olympic Games. EPA's Office of Transportation and Air Quality (OTAQ) and Office of International Affairs (OIA) are working with the government of China – the State Environmental Protection Agency (SEPA) and the local government of Beijing Environmental Protection Bureau (EPB) – to assist China in demonstrating diesel retrofits in Beijing, an activity that supports the goals of the Partnership for Clean Fuels and Vehicles<sup>2</sup> (Partnership).

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<sup>1</sup> EPA's verification process evaluates retrofit technologies under a range of conditions and quantifies the percent reduction in emissions that the technology achieves. The verification process also identifies engine operating criteria and conditions that must exist for these technologies to achieve the certified reductions. A list of verified or certified technologies is available at: <http://www.epa.gov/otaq/retrofit/retroverifiedlist.htm>

Air pollution in Beijing as in many other cities in developing countries is a serious public health problem. According to the World Health Organization, only 15% of the largest cities in developing countries have acceptable air quality. Poor air quality is related to millions of deaths and respiratory problems around the world each year. Because older diesel vehicles emit significant quantities of air pollutants, including particulates and ozone precursors, retrofitting them with emission control devices in conjunction with the use of low sulfur diesel can achieve immediate emission reductions and help improve air quality.

The Beijing demonstration project will be modeled on the successes and experience of EPA's domestic programs, including the Voluntary Diesel Retrofit Program<sup>3</sup> (VDRP) and Clean School Bus USA. VDRP was launched in 2000 to address the harmful emissions from the current U.S. diesel fleet through the use of innovative technologies. As part of the VDRP, a technology verification process was established to review, test, and approve the emission reduction potential of various after-market pollution control technologies. In order to increase the likelihood for success, the Beijing demonstration project will use technologies on EPA's Verified Technology List or CARB certified technologies. In addition, the Beijing program will build on and learn from EPA-sponsored international diesel retrofit programs, including the Mexico City Diesel Retrofit program, which is well underway, and the programs just getting started in Bangkok, Thailand, Santiago, Chile, and Pune, India. For more information on the Mexico City program, the website is [www.cts-ceiba.org](http://www.cts-ceiba.org).

#### **B. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.**

1. **Linkage to EPA Strategic Plan.** This action relates to EPA's Strategic Plan Goal 1 for Clean Air and Global Climate Change and Sub-objective 1 for Healthier Outdoor Air. Goal 1.1 aims to protect and improve the air, so it is healthy to breathe and risks to human health and the environment are reduced. This goal will be met by promoting capacity-building programs that include technical assistance, training, technology transfer, and other strategies to enhance the capabilities of governments and other stakeholders to protect human health and the environment regionally and globally.

2. **Outcomes.** The expected outcomes of this action include (1) develop policy options for Beijing for reducing diesel emissions from heavy-duty diesel vehicles; (2) provide a framework from which to replicate the diesel retrofit pilot project to other fleets and other cities in China; (3) document quantitative information on the cost and benefits of the diesel

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<sup>2</sup> The Partnership was established at the World Summit on Sustainable Development in September 2002 to reduce vehicular air pollution in developing countries through the promotion of clean fuels and vehicles. For additional information, see the Partnership for Clean Fuels and Vehicles web site, <http://www.unep.org/pcfvm/main/Main.htm>

<sup>3</sup> VDRP is helping to reduce emissions from the current diesel fleet. EPA has promulgated new regulations, known as the Heavy-Duty Diesel Rule that will apply only to 2007 and later model year highway diesel engines and requires that these newly manufactured diesel engines meet the most stringent emission standards. The new regulation also mandates the use of ULSD starting in mid-2006. A new heavy-duty vehicle under 2007 standards will be up to 95 percent cleaner than today's vehicle. Pre-2007 diesel vehicles are not required to meet these new standards. VDRP is helping to bring the existing diesel vehicles closer to the stricter emissions standards that will be required for new engines in 2007. For additional information, see <http://www.epa.gov/otaq/retrofit>.

retrofit pilot project; and (4) develop a final case study report in Chinese and English with a summary of the project, specifications of technologies and fuel used, detailed description of the demonstration fleet, summary of emissions testing procedures and emissions reductions achieved, cost analyses, problems, successes, and lessons learned.

**3. Outputs.** Performance measures for this action will be the number of vehicles retrofitted, percentage of emissions reductions, number of Chinese SEPA, Beijing EPB, and other stakeholder staff trained. The targets for these measures are 20-30 vehicles retrofitted and a 50-80% reduction in emissions, and 20 Chinese staff trained in the use and maintenance of retrofit technologies.

### **C. Scope of Work.**

The purpose of this solicitation is to demonstrate diesel retrofits in Beijing that will serve as a case study for the government of China and other stakeholders seeking to develop similar emission reduction programs. The selected applicant will develop the project with Chinese and U.S. counterparts.

The fleet subject to retrofit will most likely be a bus or truck fleet based in Beijing. The project should investigate and compare the costs and effectiveness of retrofitting with diesel particulate filters and diesel oxidation catalysts, or other EPA-verified retrofit technologies or CARB certified technologies, and low sulfur diesel fuel. The effectiveness of these technologies and fuel should be demonstrated on vehicles representing a wide range of model years.

The goals of the demonstration project are to: (1) demonstrate the in-use effectiveness of EPA verified diesel retrofit technologies or CARB certified technologies, including but not limited to diesel particulate filters, diesel oxidation catalysts, and low sulfur diesel fuel, on Chinese heavy-duty diesel vehicles under Chinese operating conditions; (2) develop quantitative information on costs and emissions reductions of retrofit technologies in China for dissemination to Chinese and Partnership stakeholders; (3) develop a program appropriate for China that can be replicated to retrofit other fleets in China (and in other countries); (4) build technical capacity in China to implement such a program by working in close collaboration with Chinese partners during this project; and (5) develop policy options for reducing diesel emissions in Beijing.

Applicants must be willing to work cooperatively with EPA, SEPA, Beijing EPB, and other potential partners to achieve the goals listed above and to organize, facilitate, and oversee the range of activities required in the demonstration project. The applicant must also be willing to work very closely with Beijing Environmental Protection Bureau (EPB) and its staff on the planning and demonstration of the retrofits, and provide hands-on technical advice and assistance. The applicant must also be able to provide the technical assistance in Beijing throughout the demonstration project. The type of activities associated with the demonstration project may include, but are not limited to, the following. It is within EPA's discretion which of the following project types will ultimately receive funding.

1. Identify and characterize the fleet for the project.
2. Select appropriate vehicles within the fleet and retrofit technologies for the project.
3. Procure appropriate low sulfur diesel fuel for the duration of the project.
4. Develop emissions testing protocols and calculate baseline emissions.
5. Procure and install retrofit technologies.
6. Measure emissions reductions from retrofit technologies and analyze emissions data. (Actual emissions testing with on-board testing equipment may be conducted by either the applicant or a project partner.)
7. Provide training for Chinese staff, including SEPA, Beijing EPB, the Beijing Fleet Company and potentially other stakeholders.
8. Monitor vehicle performance, maintenance and refueling.
9. Develop public outreach materials.
10. Document the costs of the project.
11. Develop policy options for Beijing for reducing diesel emissions from heavy-duty diesel vehicles.
12. Develop a case study report in Chinese and English for the project.
13. Facilitate and serve as Secretariat for Technical Advisory Group.
14. Facilitate continued collaboration between SEPA and Beijing EPB.

Applicants are advised that retrofit devices involved in this project must be verified or certified technologies through EPA's VDRP, the California Air Resources Board verification program, or another EPA certification program. EPA expects the participating fleet owner to pay for a portion of the low sulfur diesel costs, equivalent to the cost of regular diesel fuel required for normal operation of vehicles in the pilot project for the duration of the pilot project. EPA funds can be used toward the incremental costs of low sulfur diesel procurement, including delivery and storage if applicable. A list of EPA verified or certified technologies is available at: <http://www.epa.gov/otaq/retrofit/retroverifiedlist.htm>.

A list of CARB certified technologies is available at:  
<http://www.arb.ca.gov/diesel/verdev/verdev.htm>

#### **D. Supplementary Information**

The statutory authority for this action is Clean Air Act, Section 103(b) which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effect, extent, prevention and control of air pollution.

## **II. Award Information**

### **A. What is the amount of funding available?**

The total funding for this project is estimated to be \$200,000.

### **B. How many agreements will EPA award in this competition?**

EPA anticipates award of one cooperative agreement resulting from this announcement, subject to availability of funds and the quality of applications submitted.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

1. close monitoring of the successful applicant's performance;
2. collaboration during the performance of the scope of work;
3. approving substantive terms of proposed contracts;
4. approving qualifications of key personnel (EPA will not select employees or contractors employed by the recipient.);
5. review and comment on reports prepared under the cooperative agreement (The final decision on the content of reports rests with the recipient.);
6. approving quality assurance plans for collecting and assessing data, if warranted.

**C. What is the project period for award(s) resulting from this solicitation?**

The estimated project period for award(s) resulting from this solicitation is September 2005 through September 2007.

**D. Can funding be used to acquire services or fund partnerships?**

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

EPA encourages applicants to form partnerships. Sub-grants or sub-awards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

### III. Eligibility Information

#### A. Eligible Entities.

Applications will be accepted from states, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, as defined by [OMB Circular A-110](#) and [OMB Circular A-122](#).

Non-profit organization, as defined by OMB Circular A-122, means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes (i) colleges and universities; (ii) hospitals; (iii) State, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

Non-profit organizations described in Section 501c(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

Applicants must demonstrate a commitment to undertake a cooperative effort with China and EPA for the purpose of: 1) demonstrating strategies for reducing emissions from heavy-duty diesel vehicles through the use of EPA verified or CARB certified pollution reduction devices and low sulfur diesel, and 2) building the technical capacity of the Chinese government and organizations to implement similar emission reduction programs in the future.

Coalitions/partnerships are encouraged to apply collectively. EPA will consider letters of support for and/or commitment to the project from potential partners.

#### B. Cost Sharing or Matching.

While no cost share is required, EPA would encourage applicants to leverage federal dollars by negotiating reductions in cost of goods and services needed to complete the project, for example, retrofit technologies.

#### C. Other Eligibility Criteria.

All applicants must have personnel and/or partners proficient in both Chinese and English – verbal and written – in order to communicate effectively with Chinese counterparts, EPA, and other stakeholders and to write a case study report and related documents. Applicants not demonstrating proficiency in both Chinese and English will not be considered.



## IV. Application and Submission Information

### A. How to Obtain Application Package.

The complete grants application package can be downloaded from EPA's website at: [http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm). Potential applicants may request a paper copy of the application package by contacting the agency contact listed in Section VII of this announcement.

### B. Content and form of Application Submission.

All proposals must contain one completed and signed federal grant application package, and a narrative workplan. The narrative workplan must explicitly describe the applicant's proposed project and specifically address how it meets each of the evaluation criteria. The narrative workplan may not exceed 15 pages in length. Applicants are strongly advised to avoid submission of extemporaneous materials. The maximum page length shall include any pieces that may be submitted by a third party (e.g., references or letters confirming commitments from third parties that will be contributing a portion of the required cost sharing). Pages exceeding the maximum length may not be considered.

Applicants must submit one original signature document and three copies of the completed federal grant application package and narrative workplan. All application materials must be completed in English.

1. A complete application must contain the following, in the sequential order shown:
  - a. SF-424 Application for Federal Assistance, with original signature.
  - b. Narrative Statement, in the format detailed below.
  - c. Other supporting documentation.
  - d. SF-424 A, Budget by categories and indirect cost rate.
  - e. SF-424 B, Assurances for non-construction programs.
  - f. Certification Regarding Lobbying and SF LLL, if applicable.
  - g. EPA Form 4700-4 Preaward Compliance review report.
  - h. Quality Assurance Plan for data collection.
  - i. Copy of Negotiated Indirect Cost Rate Agreement, if applicable.
  - j. Biographical Sketch.
  - k. E-mail address or self-addressed envelope (to receive notification of receipt of application).
2. The narrative statement should conform to the following outline:
  - a. Project Title.
  - b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
  - c. Funding Requested. Specify the amount you are requesting from EPA.
  - d. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume funds will be available in June 2005).

- e. Narrative Workplan. Summarize the project and specifically explain how the project meets the criteria. Explain specifically what you plan to demonstrate in the project. This must also include how you expect to track and measure progress in meeting the performance measures and expected outcomes described in Section I.D.
  - f. Qualifications. Summarize your technical experience and knowledge, language proficiency in Chinese and English, project management experience, and international experience. Demonstrate how your qualifications meet the criteria. Resume or CV may be attached at the end of the narrative (not to be included in 15 page limit).
  - g. Leveraging of resources. Describe your ability to leverage funding for this project including any special measures to maximize cost effectiveness in implementing the project.
3. Detailed Itemized Budget. The proposal must include a detailed budget which clearly explains how funds will be used for the following categories:
    - Personnel
    - Fringe Benefits
    - Contractual Costs
    - Travel
    - Equipment
    - Supplies
    - Other
    - Total Direct Costs
    - Total Indirect Costs: must include documentation of accepted indirect rate
    - Total Cost
  4. Reporting Requirements: Outline the process for developing quarterly updates (schedule to be established by EPA) and a detailed final report. The final report should include: summary of the project, specifications of technologies and fuel used, detailed description of the demonstration fleet, summary of emissions testing procedures and emissions reductions achieved, cost analyses, problems, successes, and lessons learned.
  5. Key Personnel. The applicant should submit an appendix with the resumes of key personnel who will be significantly involved in the project. (not to be included in 15 page limit)

### **C. Submission Dates and Times.**

1. To allow for efficient management of the competitive process, EPA requests eligible organizations submit an informal notice of "Intent to Apply" by April 15, 2005. Submission of an Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals. Eligible entities not submitting an Intent to Apply are still eligible to apply by the closing date.

2. The deadline for submission of the completed application packages is April 29, 2005, 5 p.m. EST. All application packages must be received in the program office listed below by the deadline. Applications received after the deadline will not be considered for funding.

Because of the unique situation involving U.S. mail screening in Washington, DC, EPA highly recommends that applicants use express mail to submit their applications. The application must be addressed to:

Express Delivery Address (FedEx, UPS, DHL, etc.)

Sue Stendebach  
US EPA - Office of Transportation and Air Quality  
1310 L St., NW  
Room 308  
Washington DC 20005  
Phone: 202-343-9532

Regular Mail Delivery Address (U.S. Postal Service)

Sue Stendebach  
US EPA - Office of Transportation and Air Quality  
Mail Code 6405J  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

**D. 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.

## **V. Application Review Information**

### **A. Evaluation Criteria**

Each eligible application will be evaluated according to the criteria set forth below. Applications which are best able to directly and explicitly address these criteria will have a greater likelihood of being selected for award. Each application will be rated under a points system, with a total of 100 points possible.

| Criteria  | Maximum Points per Criterion |
|---|------------------------------|
| <p><b>Management Experience, Technical Experience and Knowledge:</b> Describe your management experience, technical experience and knowledge involving retrofit technologies, diesel vehicles, emissions testing, fuel production and delivery, air quality improvement measures, environmental regulations, and any other elements that may be relevant to this project. Describe prior and/or current experience with any other air quality improvement or transportation projects.</p>   | 25                           |
| <p><b>Demonstration Plan:</b> The demonstration should be done in collaboration with project partners, who may be based in China and/or the U.S.. Describe how your project would be managed, including partnerships with key Chinese and U.S. organizations and your plan for carrying out the demonstration project in Beijing, including a timeline for each phase of the project. Describe your plan to build the technical capacity of Beijing to undertake future retrofit programs. Describe your plan to track and measure progress toward achieving the expected outcomes identified in Section I.D. Also describe your plan for tracking and measuring progress toward achieving expected outputs and outcomes identified in Section 1 of the announcement.</p> | 35                           |
| <p><b>International Experience:</b> Describe your experience in China, particularly in Beijing, or other relevant international experience. Describe any international experience that demonstrates a commitment to support policies and programs for clean fuel and vehicles. Describe your level of language proficiency in both Chinese and English – verbal and written.</p>  | 20                           |
| <p><b>Cost Effectiveness:</b> Provide an itemized budget. We will evaluate the estimated cost per installed retrofit, the incremental costs of low sulfur diesel fuel per gallon, emissions testing costs per vehicle, and administrative costs. Applicants should describe their ability to leverage total funding for the project, including a detailed description of any special measures proposed to maximize cost effectiveness in implementing the project.</p>  | 20                           |

**B. Other Factors.**

None

**C. Review and Selection Process.**

Each application will be evaluated by a team chosen to address a full range of transportation air quality matters, including a representative of SEPA and/or the local government of Beijing. The Evaluation Team will base its evaluation solely on the selection criteria disclosed in this notice (see *Section V(A), Evaluation Criteria*). Completed evaluations will be referred to an Approving Official for further consideration and final selection.

The Office of Transportation and Air Quality, and the Office of International Affairs expect to complete the Evaluation / Selection process by May 16, 2005.

## VI. Award Administration Information

### A. Award Notices

Following final selections, all applicants will be notified regarding their application's status.

1. EPA anticipates notification to *successful* applicant(s) will be made, via telephone, electronic or postal mail, by May 23, 2005. This notification, which advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. This process can take up to 90 days from the date of selection.
2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail, by May 27, 2005. In either event, the notification will be sent to the original signer of the application.

### 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](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).
2. Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their proposal to their [State Point of Contact](#) (SPOC) for review, pursuant with Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required of initial applications and not all states require such a review.
3. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>

### **C. Reporting Requirement.**

Quarterly performance reports and a detailed follow-up case-study report will be required. The recipient will be required to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project. The case-study report should include: summary of the project, specifications of technologies and fuel used, detailed description of the demonstration fleet, summary of emissions testing procedures and emissions reductions achieved, cost analyses, problems, successes, and lessons learned. The schedule for submission of quarterly reports will be established by EPA after award.

### **VII. Agency Contact**

#### **FOR FURTHER INFORMATION CONTACT:**

**Sue Stendebach**, US EPA Office of Transportation and Air Quality, 1200 Pennsylvania Avenue NW (6405J), Washington, DC 20460, Phone (202) 343-9532, Fax (202) 343-2804; e-mail [stendebach.sue@epa.gov](mailto:stendebach.sue@epa.gov)

All questions or comments must be communicated in writing and in English via electronic mail, postal mail, or facsimile to the contact persons listed above. Answers will be posted bi-weekly at the same site as this solicitation: [http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html)

### **VIII. Other Information**

EPA reserves the right to reject all proposals or applications and make no award as a result of this announcement. The EPA Grant Award Official is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.