

US EPA ARCHIVE DOCUMENT

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: Study and Analysis of Fuel Consumption and Emissions Reductions
Associated with an Innovative Technology Package for Heavy Duty
Diesel Trucks

ACTION: Request for Application (RFA)

RFA NO: EPA-OAR-STP-06-07

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66-034

DATES: The closing date and time for receipt of Applications is May 15, 2006, 5:00 p.m. EST. All applications, however transmitted, must be received in the Program Office by the closing date and time to receive consideration. No late proposals will be accepted.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible institutions for the study and analysis of fuel consumption and emissions reductions associated with the use of innovative technologies for heavy duty diesel trucks as part of an overall kit design.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is not expected to exceed \$350,000, subject to the availability of funds and the quality of applications received. EPA seeks to fund one or more cooperative agreements.

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Section I - Funding Opportunity Description.

A. Background

The Environmental Protection Agency established the SmartWay Transport Partnership as a voluntary, public-private partnership with the ground freight industry (truck and rail). The goal of this Partnership is to set energy efficiency and emission reduction goals for truck and rail companies. To date, The Partnership has over 300 partners. Annually, today's Class 8 heavy duty diesel trucks each travel approximately 100,000 miles per year, consume 16,667 gallons of diesel (6 mpg average) and emit 60 pounds of particulate matter (PM) and 3,500 pounds of nitrogen oxide (NOx). There are at least 2 million of these trucks traveling throughout the country contributing to air quality concerns and consuming approximately 30 billion gallons of diesel every year. Reducing fuel consumption, and resultant emissions, from these trucks can result in substantial benefits to public health.

A variety of technologies are currently available to trucking companies that will allow them to reduce their fuel consumption and emissions. The most promising of these technologies are: (1) single-wide tires; (2) advanced trailer aerodynamics; (3) mobile idle reduction technologies; and (4) emission control technology such as a diesel oxidation catalyst or a diesel particulate matter filter coupled with ultra-low sulfur diesel fuel. These technologies can be considered a part of an overall kit design. However, adoption of these technologies or kits has been slow to materialize due to a number of barriers and obstacles.

By far, the greatest barriers to more widespread deployment of these technologies or kits are up-front capital cost and access to affordable financing. Truck owners often seek confirmation that the energy savings devices actually reduce fuel consumption, so they can purchase them or accept a loan knowing that this equipment will pay for itself over a reasonable amount of time. Similarly, financial institutions are more likely to offer attractive loan packages knowing the technologies or kits will generate financial savings. Another challenge is State involvement in reducing emissions from the freight sector. Nationally, the freight sector emits over 50% of the mobile source nitrogen oxide emissions and over 30% of the mobile particulate matter emissions. However, States have not focused on freight emissions due to the transient nature of long-haul trucks traveling through States, as opposed to captive fleets that remain within the state (e.g., city transit buses). By demonstrating that these technologies or kits result in fuel savings and emissions reductions, States may have a greater incentive to invest in them, ultimately leading to greater deployment and reduced fuel consumption and emissions.

B. Scope of Work

EPA is seeking to fund one or more cooperative agreements with eligible institutions to quantify the fuel savings and emissions reductions associated with these technologies. Significant work has been done to demonstrate the effectiveness of these technologies individually, but little has been done to assess their effectiveness when all are installed

together on a single truck as part of a kit design. Therefore, this project seeks to work with one or more eligible institutions who will then work with commercial trucking companies to utilize all of the technologies together to determine their overall effectiveness at reducing fuel consumption and emissions. Furthermore, the effectiveness of some of these technologies varies depending on operating conditions of the truck (e.g., traveling through flat versus mountainous terrain, long-haul versus short-haul, cold weather versus hot weather). Therefore, quantification of results under a variety of conditions is essential.

This project will involve, but is not limited to, the following:

- Identifying the necessary characteristics of eligible commercial trucking companies to ensure willingness to implement technologies and quantify savings under a variety of operating conditions.
- Soliciting the interest and selecting appropriate commercial trucking companies to participate in the project.
- Coordinating with commercial trucking companies to gather baseline data on fuel consumption.
- Coordinating with commercial trucking companies to select vendors for the various energy saving and emissions reduction technologies.
- Coordinating with technology vendors to order and install appropriate energy saving and emissions reduction technologies.
- Making payments for all equipment to technology vendors or to participating commercial trucking companies.
- Monitoring the performance of the kits installed on each participating truck.
- Gathering and analyzing data.
- Educating the trucking industry and public about its findings.

The applicant should seek to work with commercial truck companies that operate under varying conditions, so as to evaluate the effectiveness of the kits in different circumstances. Operational factors that should be considered in identifying the correct mix of commercial trucking companies to participate in the project include, but are not limited to, the following:

- Geographic terrain/temperature (mountain versus flat; cool climate versus warm or humid climate)
- Speed (sustained highway speed versus urban/highway mix)
- Freight type/payload (heavy freight that weights out versus lighter freight that cubes out)
- Length of haul (2-3 day trips versus single day trips)
- Location of operation (urban versus rural)

The applicant will also be required to convey the results of the project to industry and the public upon completion. Avenues that may be appropriate for disseminating this information include, but are not limited to, the following: articles in industry trade

journals, presentations at industry conferences or workshops, postings on websites, or publication of papers.

EPA expects to award one or more cooperative agreements to study the fuel savings and emissions reductions associated with the use of the kits specified above (Section I (A) Background) under differing operating conditions. Applicants will be selected based on their ability to capture a variety of commercial trucking company operations that may yield different fuel economy and emissions reductions results. In addition, EPA will consider in its selection the potential for the applicant's project to result in reduced air emissions in areas with significant air quality problems, such as ozone non-attainment areas and areas with high levels of air toxics.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan. This project supports progress towards EPA Strategic Plan Goal 1 (Clean Air and Global Climate Change), Objective 1.1 (Healthier Outdoor Air), Sub- Objective 1.1.1 (More People Breathing Cleaner Air). This project supports EPA efforts to promote clean air through improvements in vehicles and fuels used in mobile sources.

2. Outcomes. Through this project, EPA anticipates increasing internal combustion fuel efficiency and reducing exhaust emissions, mainly particulate matter, nitrogen oxides, and carbon dioxide.

3. Outputs. The anticipated output of this project is the evaluation and demonstration, under real operating conditions, of a combination of currently available fuel saving and emission reduction technologies for use on heavy-duty trucks.

D. Supplementary Information.

The statutory authority for this action is Clean Air Act, Section 103(b)(3) which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effect, extent, prevention and control of air pollution. In this case, the results of these studies will enhance the understanding of barriers to the development and implementation of improved vehicle and fuel technologies and provide solutions for overcoming these barriers. Such actions will serve to reduce the impact of transportation on air pollution.

Section II - Award Information.

A. What is the amount of funding available?

The total estimated funding under this announcement is not expected to exceed \$350,000.

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

EPA anticipates awarding one or more cooperative agreement. However, EPA reserves the right to make no awards, partial awards, fund discrete activities, portions, or phases of the proposed project, or multiple awards, subject to the availability of funds, and the quality of proposals submitted. If EPA decides to partially fund the 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 the evaluation/selection process. Applications evaluated but not selected for this funding may be retained for a period of four months after the original selection recommendations for possible award under this announcement, subject to the availability of additional funds.

C. What is the anticipated substantial Federal involvement?

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. Coordinate data collection needs with potential private investor needs and trucking company needs to ensure practicality, reasonableness, and greater confidence in fuel savings data.
2. Use appropriate and accepted fuel-to-emission conversion factors and verified technology emission factors to derive estimated emissions reductions (EPA will not fund emission reduction testing).
3. Close monitoring and collaboration of on-going Federal research on private investment opportunities for greater deployment of these kits.
4. Close monitoring of the successful applicant's performance to verify the results proposed by the applicant.
5. Collaborate on development of contracts or sub-grants (in accordance with 40 CFR 31.36(g).), including selection of commercial trucking companies and technologies included in kit.
6. Approve qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
7. Review and comment on reports prepared under the cooperative agreement.

D. What is the project period for awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation is 18 months from the date of award. All projects must be completed within this time period.

E. 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 contracts 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.

Subgrants or subawards 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. For profit organizations are not eligible subgrant recipients under this announcement. 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.

Section III - Eligibility Information.

A. Eligible Entities.

Proposals will be accepted from States, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia; international organizations; public and private universities and colleges; hospitals; laboratories; and other public or private nonprofit institutions.

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 501(c) (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.

B. Other Requirements

Applications that do not substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement will be rejected. In addition, where a page limit is expressed in Section IV with respect to parts of the application, pages in excess of the page limitation will not be reviewed. Applications and initial proposals must be received by the EPA on or before the

solicitation closing date published in Section IV of this announcement. Applications received after the published closing date will be returned to the sender without further consideration. Also, applications exceeding the funding limits described herein will be returned without review.

C. Are matching funds required?

No, cost-sharing or matching is not required as a condition of eligibility.

Section IV - Application and Submission Information.

A. How to Obtain Application Package

Applicants may apply by sending a hardcopy submission to EPA or by applying electronically thru grants.gov as explained below in section G. Applicants must submit the information required below with their application package. Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from EPA's Grants and Debarment Web site at: (http://www.epa.gov/ogd/grants/how_to_apply.htm). Potential applicants may request a paper copy of the application package by contacting one of the agency contacts listed in Section VII of this announcement. Note that only the applicant selected for award will be asked to submit a full application package.

B. Submission Requirements

Please note that you may choose to apply under this announcement in *one of two ways*. If you wish to apply with a hard copy submission, please follow the instructions under "Hard Copy Submission" below. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions under "Electronic Submission" below. EPA encourages applicants to submit their application/proposal materials electronically through <http://www.grants.gov>.

C. Content and Form of Application Submission.

All submissions must contain a completed SF-424 Application for Federal Assistance, narrative proposal, and detailed budget. The proposal should conform to the outline specified below and include the following information:

- a. Cover Letter: Describe your organization's qualifications for the project; must be signed by an official with the authority to commit your organization to the project; and written on your organization's official letterhead.
- b. Summary Information Page:
 1. Project Title.

2. Applicant Information. Include applicant (organization) name, address, primary and secondary contact person, telephone and facsimile numbers, and electronic-mail addresses.
3. Funding Requested. Specify the amount you are requesting from EPA. If you are seeking the full expected award amount (\$350,000), you should be prepared to revise your budget in the circumstance of partial funding.

c. Narrative Proposal: The narrative proposal must discuss how the proposal addresses each of the selection criteria in Section V and include:

1. A detailed project summary, describing specific actions and methods to be undertaken and the responsible institutions, products and deliverables, including estimated time line for each task;
2. An explanation of general project benefits to the public;
3. A detailed explanation of how project success will be evaluated;
4. A description of the roles of the applicant and partners; and
5. Biographical information on key personnel.

d. Detailed Budget: The proposal must include a detailed budget which clearly explains how funds will be used for the following categories (if applicable):

1. Personnel
2. Fringe Benefits
3. Contractual Costs
4. Travel (include specifics as to reason for travel, destination, number of travelers, duration, etc)
5. Equipment
6. Supplies (include specifics as to the need for each item)
7. Leveraging of other sources of funds
8. Other
9. Total Indirect Costs (must include documentation of accepted indirect rate)
10. Total Cost

If not self-evident, entries under each category must be explained in the budget itself or in the project description. Costs proposed in the budget should be linked directly to the proposal.

e. Reporting Requirements: Agreements awarded under this solicitation will require submission of quarterly reports. Applicants are required to discuss how they intend to accomplish this requirement in their proposal.

f. Environmental Results: The proposal must include mechanisms for tracking and measuring progress toward achieving the expected environmental outputs and outcomes identified in Section I(C) of this announcement.

h. Programmatic Capability: Applicants are required to submit information in the proposal that addresses the programmatic (technical) capability ranking factors outlined in Section V of this announcement. In evaluating applicants under the programmatic capability factor, EPA will consider information provided by the applicant and may consider information from other sources including Agency files.

Applicants are strongly advised to avoid submission of non-essential materials unrelated to the proposal's requirements. All application materials must be completed in English.

D. Submission Dates and Times/Other Information

1. The deadline for submission of all completed application packages is May 15, 2006, 5:00 p.m. EST. Applications received after the deadline will not be considered for funding. No exceptions will be made.
2. 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.
3. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to submit their applications. Please provide one signed and completed application and four (4) copies (no binders or spiral binding). The submission plus should be addressed to:

Via US Postal Service:

Annie Kee
USEPA
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Mail Code 6406J
Washington, DC 20460

Via Overnight Delivery:

Annie Kee
USEPA
1310 L Street, NW
6th Floor (Room 647H)
Washington, DC 20005-4113
Phone: (202) 343-9218

4. 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 by visiting the D&B Web site at: (<http://www/dnb.com>).

E. Mode of Transmission

All proposals/applications, however transmitted (electronic or hard copy submission), must conform to the requirements set forth in Section B above and must contain the following mandatory items:

- I. Narrative Proposal
- II. Detailed Itemized Budget
- III. Standard Form (SF) 424, Application for Federal Assistance

F. Submission of Grant Proposals

All proposals must be postmarked or submitted through Grants.gov on or before May 15, 2006. All proposals postmarked or submitted through Grants.gov after this date will not be considered for funding.

G. Electronic Submission

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal/application 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 for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov (https://apply.grants.gov/forms_apps_idx.html). You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-OAR-STP-06-07**, or the CFDA number 66.034, in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button at the bottom right side of the synopsis on grants.gov that says **Apply for Grant Electronically**.

Application/proposal materials submitted through grants.gov will be time/date stamped electronically.

Please be sure to view the additional instructions for applying electronically under this announcement through use of grants.gov that are available for download on Grants.gov.

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport>.

H. Hard Copy Submission

Hard copy proposals must be submitted in Microsoft Word or Adobe Acrobat format and consolidated into a single file addressed to point of contact in Section IV (D).

Section V - Application Review Information.

Each eligible application will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their application submittal. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Factors (Total - 100 points)

Project description. Consideration under this criterion will evaluate the applicant's:

- i. Approach. Your approach must address all of the activities outlined in Section I (B), Scope of Work. Particularly important is your methodology for identifying and involving the appropriate mix of commercial trucking companies to participate in the study, as well as your approach to gathering baseline data and monitoring results. You do not need to identify participating commercial trucking companies in your proposal.
- ii. Environment. Applicant proposal must demonstrate their experience or capability to analyze and track environmental results from trucking operations. This project does not involve conducting emissions testing, as emission reductions will be calculated using EPA-approved emission/conversion factors.

(25 points)

Programmatic Capability: Under this factor, EPA will take into account such factors as the applicants:

- i. past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project.
- ii. relationship and reputation with the industry, which will be critical to the applicant's ability to recruit appropriate commercial trucking companies to participate in the project.
- iii. history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports.
- iv. organizational experience and plan for timely and successfully achieving the objectives of the project.
- v. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project, established record of involving staff and, in the case of academic institutions, faculty and students in a collaborative study project.
- vi. history of satisfactorily reporting on expected outcomes/outputs under prior/current

assistance agreements, or satisfactorily explain why reporting was not carried out.

In evaluating applicants under this factor, the Agency will consider the information supplied by the applicant and may consider relevant information from other sources including prior/current grantors and Agency files. In addition, applicants with no relevant or available past performance information or reporting history (items i, ii and iii under this factor) will receive a neutral score for those elements of this factor.

(25 points)

Resources.

- i. Budget. Extent to which the applicant's proposed budget is clearly stated, detailed, and appropriate to achieve the project's objectives and demonstrates a cost effective utilization of resources.
- ii. Leveraging: The proposal demonstrates (1) how the applicant will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (2) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants

(25 points)

Location. This criterion evaluates the extent to which the proposed project addresses how the participating trucks will reduce emissions in areas with poor air quality (e.g., nonattainment or maintenance area).

(15 points)

Program Integration. This factor measures the extent to which the applicant's proposal may be integrated with other initiatives developed, or to be developed, by existing and potential program partners under EPA's SmartWay Transport Program. For example, selecting commercial trucking companies who are partners (or willing to become partners) in the SmartWay Transport Partnership. Commercial trucking fleets which are not EPA SmartWay Transport Partners may be offered as part of your project proposal. Additional information on the SmartWay Program is available on the internet at: <http://www.epa.gov/smartway>.

(10 points)

B. Other Factors.

EPA reserves the right to make award decisions based on factors that help ensure geographic equity.

C. Review and Selection Process.

Each application will be evaluated by an EPA staff team chosen for their experience with a full range of transportation air quality matters. The Evaluation Team will base its evaluations solely on the selection criteria disclosed in this notice (See Section V(A), Evaluation Criteria). Once the Evaluation Team has completed evaluations, the Team will forward its recommendations to the Agency Approving Official for final decision. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official(s).

The Office of Transportation and Air Quality expects to complete the Evaluation/Selection process and make recommendations to EPA's grants office by July 15, 2006. All applicants will be notified within 15 days of final selections, regarding their application's status.

Section 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 July 31, 2006. 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. At a minimum, 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 within 15 days after final selection of successful applicants. In either event, the notification will be sent to the signer of the application.
3. EPA will notify applicants who are not eligible within 15 days of EPA's decision on application eligibility.
4. EPA reserves the right to make no awards under this announcement.

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. 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 to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.
3. Grants and agreements with institutions of higher education are subject to 40 CFR Parts 30 and 40 and OMB Circular A-122 for non-profits and A-21 for institutions of higher learning.
4. Programmatic Terms and conditions will be negotiated with the selected recipient.

C. Reporting Requirement.

The recipient agrees 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, a statement of activity anticipated during the subsequent reporting period. 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 recipient also agrees to submit a detailed final report. The final report should include: a summary of the project, specifications of technologies and fuel used, detailed description of the demonstration fleet, summary of emissions reductions achieved, cost analyses, problems, successes, and lessons learned.

D. 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) located on the Web 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 identified in Section VII of this solicitation.

Non-profit applicants recommended for funding under this solicitation will be subject to preaward administration capability reviews consistent with sections 8.b, 8.c and 9.d of EPA Order 5700.8.

Section VII - Agency Contact.

FOR FURTHER INFORMATION CONTACT: Annie Kee at kee.annie@epa.gov.

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Answers will be posted, weekly,

until the closing date of this announcement at the Office of Air and Radiation Grants/Funding Web page at: (http://www.epa.gov/air/grants_funding.html).

Section VIII - Other Information.

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

Attachment A – Grants.gov Instructions

A. General Application Instructions

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, 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 for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package for the announcement (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OAR-STP-06-07, or the CFDA number that applies to the announcement, in the appropriate field. You may also be able to access the application package by clicking on the button at the bottom right side of the synopsis located on grants.gov that says **Apply for Grant Electronically**.

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than May 15, 2006.

Please submit *all* of the proposal/application materials described below. To view the full funding announcement, go to and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency.

B. Proposal/Application Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Narrative Proposal
- III. Detailed Budget Narrative

All submissions must contain an initial proposal, detailed budget narrative and a completed Standard Form (SF) 424, Application for Federal Assistance. Submissions must conform to the outline, content and applicable page limitations specified below:

1. **Narrative Proposal.**

- a. Cover Letter: Describe your organization's qualifications for the project; must be signed by an official with the authority to commit your organization to the project; and written on your organization's official letterhead.
- b. Summary Information Page:
 - i. Project Title.
 - ii. Applicant Information. Include applicant (organization) name, address, primary and secondary contact person, telephone and facsimile numbers, and electronic-mail addresses.
 - iii. Funding Requested. Specify the amount you are requesting from EPA. If you are seeking the full expected award amount (\$350,000), you should be prepared to revise your budget in the circumstance of partial funding.
- c. Narrative Proposal: The narrative proposal must discuss how the proposal addresses each of the selection criteria in Section V and include:
 - i. A detailed project summary, describing specific actions and methods to be undertaken and the responsible institutions, products and deliverables, including estimated time line for each task;
 - ii. An explanation of general project benefits to the public;
 - iii. A detailed explanation of how project success will be evaluated;
 - iv. A description of the roles of the applicant and partners; and
 - v. Biographical information on key personnel.
- d. Detailed Budget: The proposal must include a detailed budget which clearly explains how funds will be used for the following categories (if applicable):
 - i. Personnel
 - ii. Fringe Benefits
 - iii. Contractual Costs
 - iv. Travel (include specifics as to reason for travel, destination, number of travelers, duration, etc)
 - v. Equipment
 - vi. Supplies (include specifics as to the need for each item)
 - vii. Leveraging of other sources of funds
 - viii. Other
 - ix. Total Indirect Costs (must include documentation of accepted indirect rate)
 - x. Total Cost

2. **Standard Form (SF) 424.** Application for Federal Assistance. Include one completed and signed Form SF424. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organization 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. A signed Form SF424 is only required for applicants who submit their proposal in hard copy.
3. **Environmental Results.** The proposal must include mechanisms for tracking and measuring progress toward achieving the expected environmental outputs and outcomes identified in Section I of this announcement.
4. **Programmatic Capability.** Applicants are required to submit information in the proposal that addresses their programmatic (technical) capability ranking factors outlined in Section V.A of this announcement. In evaluating applicants under the programmatic capability factor in Section V of the announcement, EPA will consider information provided by the applicant and may consider information from other sources including Agency files.
5. **Reporting Requirements.** Agreements awarded under this solicitation will require submission of quarterly reports. Applicants are required to discuss how they intend to accomplish this requirement in their proposal.

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.

Applicants are strongly advised to avoid submission of extemporaneous materials. Pages exceeding the maximum length will not be considered. The maximum page length shall include any pieces that may be submitted by a third party (e.g., references or letters confirming commitments). All application materials must be completed in English to be considered for award under this solicitation. The minimum acceptable font size for application materials, excluding the SF-424a, shall be 12 pitch.

C. Application Preparation and Submission Instructions

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

For documents I and II, 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 III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section.....and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (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 bubbosh.paul@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 within 30 days of the application deadline, please contact Paul Bubbosh at (202) 343-9322. Failure to do so may result in your application not being reviewed.