

US EPA ARCHIVE DOCUMENT



# National Clean Diesel Campaign

## Working Together for Cleaner Air

Julie Henning  
Office of Transportation and Air Quality



# **DERA Program Grant Application**

## **Understanding the Request for Proposals (RFP)**



# What is the Request for Proposals (RFP)?

- Document that describes:
  - Who is eligible for this competition
  - What types of projects are eligible
  - How proposals will be evaluated
  - MUCH more information
- Typically quite long, and very detailed
- Standard format for all EPA competitions
- [www.epa.gov/cleandiesel](http://www.epa.gov/cleandiesel)



## Section I – Funding Opportunity Description

- Describes what kinds of projects we're looking for
- Lots of key info
  - Goals of the program (reduce diesel emissions)
  - Types of vehicles
  - Types of projects (retrofits, replacements, etc)
- What we expect to see as a result of funding
  - Outputs and outcomes, etc.



## Section II – Award Information

- How much money is available
- How much money should one project ask for
  - For DERA, it generally depends on where the project is located
  - Proposals must request an amount within the designated range



## Section III – Eligibility Information

- Who can apply
- What are the cost share requirements
  - DERA RFP also includes this info in Section I
- Limits on the number of proposals submitted
- \*\* Funding Restrictions (e.g. what won't EPA fund)



## Section IV – Proposal & Submission Info

- Where to send proposal, by when, and in what form
  - Depends on the project location
- What is included in the ‘proposal’
  - Standard Forms
  - Project Narrative
    - Page limits, font sizes, etc.
  - \*\*Applicant Fleet Description (DERA requirement)
  - Optional Attachments
- Where to go with questions



## Section V – Proposal Review Information

- How EPA evaluates proposals
  - Scoring criteria and associated point values
  - Very important section
- Process for reviewing and selecting proposals



## Section VI – Award Administration Info

- Estimated timeframe of when you'll be notified
- What you can expect if selected
  - Reporting requirements
  - Other requirements
- Agency contacts



# Appendices

- Very good resource for additional information
- Grants.gov specific instructions
- Project narrative instructions, format, etc
- More detail about scoring criteria
- Checklist for the proposal package



## General Tips

- Read the whole thing.
  - It's long, but it's worth it
- Read the Q&As on the DERA webpage.
  - updated weekly
- Fill out as much detail in the Applicant Fleet Description as possible
- Use samples provided on our website
  - Proposal sample, Applicant Fleet Description sample



## For More Information...

- NCDC Website
  - [www.epa.gov/cleandiesel](http://www.epa.gov/cleandiesel)
- NCDC Helpline
  - [cleandiesel@epa.gov](mailto:cleandiesel@epa.gov) or 1-877-NCDC-FACTS  
(1-877-623-2322)