

Filling out a DERA Grant Application – Part 2

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Things to Prepare for in Developing Your Plan

Ensure you, your partners & applicant have:

- Time & reasonable timeline for project—know fleet schedule
- Staff having experience and/or ability to address information required in Workplan
- Fleet Information – fill in Fleet Table
- Knowledge & support on technology (web, verified selections & mfg reps)
- Approval by appropriate district & municipality leaders to apply for funds
- Historical information from applicant and partners on experience with grant applications/projects of similar scope or size
- Understanding of costs for technologies and other appropriate costs

Project Summary/Approach

- A description of the air quality of the area served by the eligible entity;
- The quantity of air pollution produced by the diesel fleets in the area served by the eligible entity;
- A brief project description, including:
 - Any certified engine configurations or verified technologies to be used or funded by the eligible entity; and
 - The means by which the project will achieve a significant reduction in diesel emissions
 - A brief timeline for the project including milestones (may include other timeline requirements of reporting, bidding and installation)
- An summary evaluation of the quantifiable and unquantifiable benefits of the emissions reductions of the proposed project (applicants can use the Diesel Emissions Quantifier tool found at the National Clean Diesel Campaign website)
- An estimate of proposed project costs and the cost-effectiveness of emission reductions.
- A summary of the age and expected lifetime control of the equipment used or funded by the eligible entity;
- If necessary (for non-road or alternative fuels discussion) a description of the fuel available in the areas to be served by the eligible entity, including the sulfur content of the fuel or alternative fuel being proposed

Sample Proposal Workplan

- **Summary Page – Page 2 Includes**
 - Title, applicant information & contact, funding requested & total project cost, & project period
- **Narrative Workplan – Pages 3-9 Includes**
 - Project Summary, including local air quality, emissions (DEQ), project description, cost effectiveness, description of fleet & fuel, tracking of progress, partners, if project goes beyond time of funding.
 - Programmatic Priorities for MCDI/Collaborative
 - Past Performance
 - Outcomes/Outputs & Ties to EPA Strategy
 - Budget Detail & Narrative – Explain Thoroughly!
 - Appendices with Timeline, Partner's Letters of Support, Resumes, etc

Workplan Components

- Be concise when describing **local** problem
- Do not assume EPA knows your organization or issues
 - Let us know that you are capable of handling project (experience & timeline)
 - Experience of staff & organization
 - Projects of similar size or activities addressing diesel emission reduction efforts
 - Timeline includes milestones such as bidding, ordering, installation, outreach/education efforts & reporting
 - Let us know you understand problems in your area
 - Let us know how you intend to continue promoting diesel emission reduction efforts in your community and taking action towards other air concerns.

2008 Evaluation Criteria (sample)

For ARRA, will likely include a Jobs Factor

A. Evaluation Criteria [100 Points]

Criteria	Points
1. Scope of Work/Project Summary Approach: Under this criterion, the EPA will evaluate the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in Section I, Part B and Section IV, Part C. 2(a) and includes a well-conceived, logical strategy for achieving – by the project end date – the anticipated environmental results associated with the proposed project.	19
2. Programmatic Priorities: Under this criterion, the EPA will evaluate the extent and quality to which the proposed project addresses the programmatic priorities stated in Section IV, Part C. 2(b) .	20
3. Past Performance--Programmatic Capability and Reporting on Environmental Results: Under this criterion, the EPA will evaluate the applicant's technical ability to successfully complete and manage the proposed project taking into account the following factors: (i) (2 pts) the applicant's past performance in successfully completing and managing federally funded assistance agreements (<u>assistance agreements include Federal grants and cooperative agreements but not Federal contracts</u>) similar in size, scope and relevance to the proposed project performed within the last 3 years, (ii) (2 pts) the applicant's history of meeting reporting requirements on federally funded assistance agreements (<u>assistance agreements include Federal grants and cooperative agreements but not Federal contracts</u>) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, and (iii) (2 pts) the applicant's past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under federally funded assistance agreements (<u>assistance agreements include Federal grants and cooperative agreements but not Federal contracts</u>) performed within the last 3 years; and, if such progress was not made whether the documentation and/or reports satisfactorily explained why not. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider 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).	6
4. Environmental Results – Outcomes and Outputs: Under this criterion, the EPA will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving expected project outputs and outcomes, including those identified in Section I, Part C .	10
5. Budget/Resources: Under this criterion, the EPA will evaluate the extent and quality to which the proposed project addresses budget information in Section IV, Part C.3: (i) (5 pts) Whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes; (ii) (5 pts) whether the budget provides dollar amounts correlating to	10

each budget category designated for each major activity.	
6. Clear Description of the Target Fleet: (10 pts) Under this criterion, applicants will be evaluated on the degree to which detailed information on the fleet (vessel(s), vehicle(s) and/or equipment) is provided on the Applicant Fleet Description Spreadsheet, described in Section IV, Part C.4 .	10
7. Leveraging Resources and Partnering: (10 pts) Under this criterion, applicants will be evaluated based on the extent they demonstrate how they 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). Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA cooperative agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation 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 voluntary matches/cost shares/participation. Other Federal grants may <u>not</u> be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).	10
8. Staff Expertise/Qualifications: (5 pts) Under this criterion, applicants will be evaluated on staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the proposed project.	5
9. Regional Significance: (10 pts) Under this criterion, applicants will be evaluated based on the extent to which the project reduces emissions in areas with poor air quality and supports clean diesel coalitions.	10

Evaluation Process

- Tier I – Eligibility
- Tier II – Evaluation Criteria (100 pts)
 - Scope of Work
 - Programmatic Priorities
 - Regional Significance
 - Past Performance--Programmatic Capability and Reporting on Environmental Results
 - Staff Expertise/Qualifications
 - Environmental Results – Outcomes and Outputs
 - Leveraging Resources and Partnering
 - Budget/Resources
 - Clear Description of the Target Fleet
 - NEW - for ARRA/Stimulus – Jobs created/Jobs retained
- Tier III – Final Funding Decisions

How Can My Proposal Rank Higher?

- Read Thoroughly & Answer Everything!
 - Directly & explicitly address **Evaluation Criteria** of the RfA/RfP as part of the Workplan – Every point counts towards 100!
 - Include:
 - Knowledge of fleet, decision making towards selected technology & emission reductions
 - Information specific to your area (air quality, population health & socioeconomic concerns,
 - Reasonable timeline and budget (budget narrative should match 424A)
 - Partner's information (letters of “real” support, match, etc)
 - Staff & organizational experience (programmatic info)
 - Regional Priorities outlined in Part 1 (slide31)
 - Check EPA's website for Q&A's

Often Overlooked

- Register early on-line at [grants.gov](https://www.grants.gov)
- Must be eligible entity to apply & be an eligible project
- Must provide match where required
- **Not reading RfP or RfA thoroughly**
- Partners not having chance to review Workplan
- Mismatch of Workplan Budget with 424A
- Address **all areas** of Evaluation Criteria
- Waiting until last day!

Reporting by EPA to Congress...

Why we ask you for so much information....

Making sure we are spending tax dollars appropriately

- Number of grants and applications received
- Amount of each grant
- Actual and estimated air emission benefits
- Cost effectiveness
- Lessons learned
- New ARRA information – Jobs created/retained
- Additional Information as EPA designates or as requested

Resources

NCDC

- www.epa.gov/cleandiesel
- State & local government tools & resources
- Diesel retrofit tech. verification list
- Idle reduction technologies
- Cost-effectiveness of retrofits
- Diesel emission quantifier (DEQ)
- Sample proposal (& in packet)
- FY 08 nationally awarded grants
- Grants.gov & recovery.gov web
 - Forms & Explanations

MCDI

- www.epa.gov/midwestcleandiesel
- Technical expertise
- Project Officers to answer paperwork questions
- FY 08 regionally awarded grants
- Some information on Regional Priorities

MiCDI

- In-State Technical & Programmatic Expertise
- Knowledge of in-state available & interested partners

Remember, climate change is not just about air!



- Saving water saves energy and reduces greenhouse gas emissions
- Recycling and reducing waste decreases greenhouse gas emissions by:
 - Saving energy by manufacturing with recycled material
 - Reducing methane emissions from landfills



How Can EPA Programs Help You?

- Address specific ways to address climate change and reduce greenhouse gas emissions in your community
- Provide technical assistance
- Provide outreach materials and other free tools
- Identify funding opportunities
- Offer public recognition



EPA Programs Supporting GHG Reductions



www.epa.gov/partners