

PROJECT NARRATIVE – *guidance from NOFO in blue italics should be deleted before submission.*

The “project narrative” for the set of GHG reduction measures included in the application should substantially comply with the instructions, format, and content described below. It should also address the evaluation criteria in Section V.A of this NOFO. The project narrative should include a cover page and workplan. The workplan must not exceed a maximum of 25 pages. Pages in excess of the 25-page limit for the workplan will not be reviewed. EPA recommends applicants use the Calibri font, a font size of 11, and 1-inch margins. Applicants must submit the following documents, either in the same or different file as the cover page and workplan:

- Budget narrative (optional budget spreadsheet and up to 10 additional pages of descriptive budget narrative), and*
- Technical appendix that explains the assumptions and methodology for developing the estimated GHG emissions reductions associated with the measures (up to 10 additional pages).*

The budget narrative and technical appendix do not count toward the 25-page limit for the workplan.

Optional supporting materials can be submitted as attachments and are not included in the 25-page limit for the workplan. Supporting materials should be submitted using the “Other Attachments” form, as described in Section IV.B.1.

COVER PAGE *(optional template: [CPRG Example Cover Page fillable.pdf \(epa.gov\)](#) or use these text fields from p. 29 of NOFO)*

Applicant Information

- Applicant organization*
- Primary contact name, phone number, and email address*

Type of Application: individual application or coalition application

- If applying as the lead applicant for a coalition, provide list of other coalition members.*

Funding Requested: *Total CPRG implementation grant funding requested.*

Application Title

Brief Description of GHG Measures: *Describe each GHG reduction measure contained in the application (1-2 sentences each).*

Sector(s): *Indicate the sector(s) associated with the GHG reduction measures included in the application: industry; electric power; transportation; commercial and residential buildings; agriculture/natural and working lands; waste and materials management; or, other.*

Expected Total Cumulative GHG Emission Reductions: *Identify the total cumulative GHG emission reductions in metric tons for the measures in the application for the period 2025 through 2030, and for the period 2025 through 2050.*

Location(s): *List the primary location(s) where the GHG reduction measures will be implemented (e.g., city and state).*

Applicable PCAP Reference(s): *Provide references to applicable PCAP(s) under which each GHG reduction measure is covered (including PCAP lead organization, PCAP title, PCAP website link, list of GHG reduction measures, and PCAP page numbers).*

WORKPLAN (*Use headings/format below, taken from NOFO and Sample Workplan Outline at [EPA CPRG site](#)*)

Applicants must ensure that the workplan addresses the evaluation criteria in Section V.A. Applicants should use the section and subsection numbers and headings below which correspond with the evaluation criteria in Section V.A. The workplan should be written clearly using understandable terms. EPA has provided an optional workplan outline on the posting for this NOFO on Grants.gov.

1. OVERALL PROJECT SUMMARY AND APPROACH (45 possible points)

a. Description of GHG Reduction Measures (20 possible points)

Provide a detailed description of each of the proposed GHG reduction measures to be undertaken, consistent with Section I.B. These descriptions should include the major features, tasks, and milestones for each measure. The application should also explain how these features, tasks, and milestones will ensure success of the measures. The application should also describe underlying assumptions and risks associated with those features, tasks, and milestones. At a minimum, the application should discuss risks that could reasonably lead to delays or interruptions in the development or implementation of a GHG reduction measure or could impact its effectiveness. The application should discuss the extent to which GHG emission reductions may be affected by these risks. If the application is from a coalition of eligible applicants, it should briefly describe the role(s) and responsibilities of each coalition member in the project design and implementation. The application should also include an explanation of how each GHG reduction measure included in the application relates to a GHG reduction measure included in the relevant PCAP(s), why each measure was selected as a priority, and a description of how each measure will meet the goals of the CPRG program. Applications may include additional key information in Section 1.a of the workplan not otherwise covered in another section of the application.

b. Demonstration of Funding Need (10 possible points)

Applicants must demonstrate a strong need for CPRG implementation funding that is unmet by other funding sources. Applicants should explain if and how they have explored the availability of other federal and state grants, tax incentives, and other funding sources to implement their GHG reduction measures and why these sources are not sufficient. The application should include a list of federal and non-federal funding sources (e.g., EPA's GHG Reduction Fund Solar for All program) that the applicant has applied for, secured, and/or will secure to implement the GHG reduction measures, if applicable. For GHG reduction measures for which the applicant has secured partial funding, which may include tax incentives, the applicant should explain why CPRG funds are also needed. Applicants should review funding opportunities on the White House BIL Guidebook and IRA websites prior to applying under this announcement.

c. Transformative Impact (15 possible points)

Applicants should describe the extent to which the proposed GHG reduction measures have the potential to create transformative opportunities or impacts that can lead to significant additional GHG emission reductions. Transformative impacts could include:

- *Pioneering, replicable, and scalable policies or programs to increase the deployment of existing GHG emission reduction technologies or mitigation approaches;*

GHG emission reductions from hard-to-abate sectors where GHG emission reduction measures are not widely adopted; or,

- *Market transformations that accelerate the deployment and market adoption of emerging GHG emission reduction technologies or practices.*

2. IMPACT OF GHG REDUCTION MEASURES (60 possible points)

Applications should describe the magnitude of both near-term and long-term cumulative GHG emission reductions, the relative cost-effectiveness of those reductions, and the reasonableness and quality of the assumptions and calculations used to determine the reductions and cost-effectiveness of those reductions.

Applicants should provide quantitative totals of estimated GHG emission reductions in terms of metric tons of CO₂-equivalent, calculated using the global warming potentials in the IPCC's Fifth Assessment Report (see Appendix B of this NOFO). The application should include estimated reductions for the following GHGs, as relevant, for each GHG reduction measure: carbon dioxide, hydrofluorocarbons, methane, nitrous oxide, perfluorocarbons, and sulfur hexafluoride.

For applications that include multiple GHG reduction measures, applicants should provide individual calculations, explanations, and documentation for each GHG reduction measure. Applications should also include the cumulative total amount of estimated CO₂-equivalent emission reductions and overall cost-effectiveness for the entire suite of GHG reduction measures (see Appendix C).

Applications should only quantify emission reductions that will occur as a result of EPA's CPRG implementation grant funding. If CPRG funding represents a fraction of the total funding for a GHG measure, the total estimated GHG emission reductions should be scaled by the same fraction in order to quantify GHG emission reductions associated with CPRG funding. In other words:

Quantified GHG reductions from CPRG funding = [(Requested CPRG funding)/(Total funding to implement measure)] x (Total estimated GHG reductions of measure)

Quantified reductions should not include those that would already occur because of federal, state, tribal, territorial, local and/or other regulatory requirements or other funding sources.

a. Magnitude of GHG Reductions from 2025 through 2030 (20 possible points)

Applications should describe the magnitude of cumulative GHG emission reductions and the durability of the reductions that will be achieved through implementation of each GHG reduction measure for the period 2025 through 2030. Emission reductions should be estimated for the period 2025 through 2030 on a cumulative basis. For each GHG reduction measure, applicants should provide estimated metric tons of CO₂-equivalent emission reductions resulting from the measure. Applicants should also provide the sum total of GHG reductions resulting from all measures in the application. In describing the durability of the GHG emission reductions, applicants should discuss the extent to which the measures will result in a permanent reduction in cumulative GHG emissions.

b. Magnitude of GHG Reductions from 2025 through 2050 (10 possible points)

Applications should describe the magnitude of cumulative GHG emission reductions and the durability of the reductions that will be achieved through implementation of each GHG reduction measures for the period 2025 through 2050. Emission reductions should be estimated for the period 2025 through 2050 on a cumulative basis. For each GHG reduction measure, applicants should provide estimated metric tons of CO₂-equivalent emission reductions resulting from the measure. Applicants should also provide the sum total of GHG reductions resulting from all measures in the application. In describing the durability of the GHG emission reductions, applicants should discuss the extent to which the measures will result in a permanent reduction in cumulative GHG emissions.

c. Cost Effectiveness of GHG Reductions (15 possible points)

Applications should include information demonstrating the cost effectiveness of the GHG reductions anticipated from the measures included in the application. Applicants should include a calculation of the requested CPRG implementation grant dollars divided by the quantified GHG emission reductions for the period 2025-2030 calculated to meet criterion 2.a for the set of measures included in the application. For applications with more than one GHG reduction measure, the quantified emission reductions of all measures should be added together before conducting the calculation. Applicants may also provide a qualitative narrative explaining any factors that affect the measures' cost-effectiveness (e.g., sector dynamics, expected beneficiaries of the measures, prevailing costs in the implementation areas, or other circumstances). In other words:

Cost effectiveness of GHG reductions = (Requested CPRG funding) / (Sum of Quantified GHG reductions from CPRG funding from 2025-2030)

d. Documentation of GHG Reduction Assumptions – Up to 10 additional pages as an appendix to the workplan (see Appendix C of the NOFO) (15 possible points)

Applicants must provide a technical appendix, along with the project narrative, demonstrating the reasonableness of their GHG emission reduction estimates. The technical appendix should explain the methodology and assumptions used by the applicant for developing the estimated GHG emission reductions associated with each measure (up to 10 additional pages). EPA will not review any technical appendix pages in excess of 10 pages. The requirements of this document are explained in Appendix C.

For each GHG reduction measure, applications should demonstrate the quality, thoroughness, reasonableness, and comprehensiveness of the methodology, assumptions, and calculations described for developing the estimated GHG emission reductions. In the technical appendix, annual GHG emission

reduction estimates should also be provided for each measure, in addition to cumulative GHG emission reductions. These annual and cumulative estimates should be provided for two time periods: 2025-2030 and 2025-2050. The application should document the method for estimating GHG emission reductions, including the basis for emission scenarios, relevant assumptions, and models or methods used and any uncertainties in these calculations. Applicants should use the latest available information, whenever possible, including the latest enacted federal, state, tribal, territorial, local, and/or other requirements and policies, where applicable.

All applicants should provide measure-specific assumptions and data elements needed to calculate GHG emission reductions. The rigor of the methodology and assumptions used in GHG emission reduction calculations should be commensurate with the level of funding requested in the application.

Applicants may provide an optional GHG emission reduction calculations spreadsheet that includes information on the quantification used to calculate the anticipated emission reductions for each GHG reduction measure. The GHG emission reduction calculations spreadsheet does not have a page limit.

Both the technical appendix and GHG emission reduction calculations will not count toward the 25-page limit for the workplan.

3. ENVIRONMENTAL RESULTS – OUTPUTS, OUTCOMES, AND PERFORMANCE MEASURES (30 possible points)

a. Expected Outputs and Outcomes (10 possible points)

Applicants should identify the expected outputs and outcomes (see Section I.C) for each GHG reduction measure. Specific outputs and outcomes should be provided and may include short- and longer-term activities. At a minimum, applicants must list GHG emission reductions as outcomes. Furthermore, for measures that are reasonably expected to have direct co-pollutant (e.g., CAPs and/or HAPs) emissions changes, applicants should also list CAP and/or HAP emissions reduced in general and in low-income and disadvantaged communities as expected outcomes. While applicants are expected to quantify GHG reductions, EPA does not expect applicants to quantify CAP and/or HAP emission reductions in their application.

Grant recipients will be required to track progress toward achieving these specific outcomes, as discussed in Section VI.B.

b. Performance Measures and Plan (10 possible points)

Applicants should describe the proposed performance measures that will be the mechanism to track, measure, and report progress toward achieving the expected outputs and outcomes for each GHG reduction measure. Applicants should describe their plan for tracking and measuring progress toward achieving the expected outputs and outcomes established in Section 3.a of the workplan and explain how the results of each GHG reduction measure will be evaluated. This should include details on the approach to quantify and disclose the actual GHG emission reductions and associated CAP and HAP changes (if applicable) accomplished by each GHG measure.

c. Authorities, Implementation Timeline, and Milestones (10 possible points)

The applicant should describe the parties responsible for implementing each GHG reduction measure, including roles and responsibilities for each party, including sub-awardees (including other members of a coalition), contractors, and other entities, whose cooperation is necessary for success of the measures. Applicants should also articulate which party or parties have the authority to carry out each proposed measure or, in the case where they do not currently have authority, provide a clear plan and timeline to obtain it during the grant period. Applicants should also list all other entities whose cooperation or participation is necessary for GHG reduction measure implementation.

Applicants should include a detailed implementation timeline for each GHG reduction measure included in the application, including milestones for completing specific tasks by the end of the grant period, such as quality assurance project plans, bidding, procurement, installation, and reporting, along with estimated dates. Applicants should account for semi-annual and final report preparation in the project timeline.

4. LOW-INCOME AND DISADVANTAGED COMMUNITIES (35 possible points)

Applications should include GHG measures that are designed to deliver benefits and/or avoid disbenefits to low-income and disadvantaged communities and should demonstrate ongoing meaningful engagement with those communities.

a. Community Benefits (25 possible points)

Applications should discuss and quantify, where possible, direct and indirect benefits and potential disbenefits to low-income and disadvantaged communities. Applicants should use the definition of low-income and disadvantaged communities as provided in Section I.B. Only communities qualifying as low-income and disadvantaged communities according to EPA's IRA definition and the benefits associated with those communities will be considered under this evaluation criterion. The application should also thoroughly describe any anticipated negative impacts to low-income and disadvantaged communities and concrete strategies for mitigating those risks.

Applicants are required to include a list of the CEJST Census tract IDs or EPA's EJScreen Census block group IDs and name of the relevant jurisdiction (e.g., city, town, etc.) for areas that may be affected by the proposed GHG reduction measures.¹⁴ This required attachment to the application will not count towards the 25-page limit for the workplan. See Sections I.B and IV.B.

Furthermore, applications should clearly identify a plan and process for continuing to assess, quantify, and report benefits and avoided disbenefits to these communities, including co-pollutant impacts (e.g., CAP and HAP emission reductions), throughout the grant period. Grant recipients will be required to submit to EPA an analysis of these benefits (see Section VI.B).

In some cases, GHG reduction measures may benefit low-income and disadvantaged communities in a broad geographic area. For instance, a state-wide program may benefit all such communities within the state. Furthermore, GHG reduction measures implemented in a geographic region may provide co-pollution benefits to downwind communities outside of their jurisdiction. In these cases, applicants should list the communities reasonably expected to be impacted.

SEE EXAMPLES OF DIRECT AND INDIRECT BENEFITS STARTING ON p. 35 OF NOFO

EPA provides a technical reference document for developing a low-income and disadvantaged communities benefits analysis [here](#).

b. Community Engagement (10 possible points)

Community engagement through meaningful involvement means people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public's contribution can influence the regulatory agency's decision; community concerns will be considered in the decision-making process; and, decision makers will seek out and facilitate the involvement of those potentially affected. Applicants should provide a qualitative discussion of:

- 1. How input by low-income and disadvantaged communities has been incorporated into this application; and*
- 2. How meaningful engagement with low-income and disadvantaged communities will be continuously included in the development and implementation of the GHG reduction measures throughout the life of this grant. Applicants should specify how they plan to ensure early and consistent inclusion of various linguistic, cultural, institutional, geographic, and other perspectives throughout project development and implementation.*

Letters of commitment should be included in the application as an attachment if applicable and will not count toward the 25-page workplan page limit; see Section IV.B. These letters of commitment should describe the partners' support for and/or involvement with the project.

Grant recipients will be expected to report on their community engagement and, as applicable, their strategy for mitigating environmental risks (see Section VI.B).

SEE EXAMPLES OF MEANINGFUL COMMUNITY BENEFIT ON p. 37 OF THE NOFO

5. JOB QUALITY (5 possible points)

In alignment with Executive Order 14082: Implementation of the Energy and Infrastructure Provisions of the Inflation Reduction Act of 2022, EPA is committed to using IRA investments, including the CPRG program, to support the creation of high-quality, family-sustaining jobs with the free and fair choice to join a union. This includes an emphasis on the quality of jobs, not just the number of jobs created by these federal investments.

Applications should describe concrete, specific strategies to ensure CPRG implementation grant funds and the implementation of the GHG reduction measures generate high-quality jobs with a diverse, highly skilled workforce and support "high road" labor practices. Job quality should be thought of expansively and should consider opportunities to incorporate strong labor standards for all partners involved in implementing the GHG reduction measures, including contractors, sub-contractors, and sub-awardees. Applicants are strongly encouraged to review the eight Good Jobs Principles developed by the U.S. Department of Labor and Department of Commerce and the Good Jobs Toolkit when developing their application.

If an applicant does not believe this job quality criterion is relevant for their proposed measures, they should indicate this in the application and provide a clear justification (e.g., a targeted policy measure using the applicant’s existing government workforce may not be expected to create new job opportunities directly).

SEE EXAMPLES OF STRATEGIES ON p. 37 OF NOFO

Applicants are strongly encouraged to collaborate with partners with expertise in job quality and labor standards for this component of the application, such as their state Department of Labor and labor unions. Applicants may attach any letters of commitment from applicable labor organizations including unions and other workers’ rights groups they plan to partner with as optional attachments (does not contribute to the workplan 25-page limit).

6. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (30 possible points)

Applicants to all EPA grants must report on programmatic capability and past performance from federally funded or non-federally funded assistance agreements. If the applicant does not have any relevant or available past performance or past reporting information, they should indicate this in the application.

a. Past Performance (10 possible points)

Submit a list of up to five federally funded or non-federally funded assistance agreements that the applicant is performing or has performed within the last three years. Assistance agreements include federal grants and cooperative agreements, but not federal contracts. These assistance agreements should be awards made directly to the applicant. For each of these agreements, include:

- Project title*
- Assistance agreement number (if applicable)*
- Federal funding agency and assistance listing number (formerly known as the CFDA number) (if applicable)*
- Brief description of the agreement (no more than two sentences)*
- Contact from organization that funded the assistance agreement.*

Include a discussion of whether and, if so, how the applicant was able to successfully complete and manage the listed agreements.

b. Reporting Requirements (10 possible points)

- Whether the applicant submitted acceptable interim and/or final reports under those agreements;*

For each of the assistance agreements listed, the applicant should describe their history of meeting the reporting requirements under the agreement(s). This should include:

- *The extent to which the applicant adequately and timely reported on its progress toward achieving the expected outputs and outcomes under those agreements; and,*

- *If progress was not being made, whether the applicant adequately reported why not.*

c. Staff Expertise (10 possible points)

The applicant should include information on their organization, including a description of the staff's knowledge, expertise, qualifications, and resources, and/or the ability to obtain them, to successfully achieve the proposed project's goals and GHG reduction measures. Biographical sketches, including resumes or curriculum vitae for key staff, managers, and any other key personnel can be included as an optional project team biography attachment, as listed in Section IV.B. The optional attachment does not count towards the 25-page limit of the workplan.

7. BUDGET (OPTIONAL BUDGET SPREADSHEET AND UP TO 10 ADDITIONAL PAGES MAY BE ADDED IF NEEDED AS AN APPENDIX TO THE WORKPLAN)

a. Budget Detail *(Guidance provided in comment boxes as this will be worked through in a separate Excel spreadsheet)*

Budget Categories – *Applicants may use the Optional Budget Spreadsheet at [EPA CPRG site](#)*

i. Personnel

ii. Fringe Benefits

iii. Travel

iv. Equipment

v. Supplies

vi. Contractual

vii. Other

viii. Indirect Charges

b. Expenditure of Awarded Funds (15 possible points)

Applicants should provide a detailed written description of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner within the grant period.

c. Reasonableness of Costs (10 possible points)

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Applications should demonstrate the reasonableness of the budget for each GHG reduction measure in the narrative description of the budget and detailed breakout of requested funding for each work component or task. Applicants should provide a detailed description of every itemized budget item/cost, including how every budget item/cost relates to the project narrative and specific emission reduction activities. Instructions for what to include in the Budget Detail are described in Section 7.a above.

Applicants must itemize the cost categories as listed above and in the SF-424A: personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs (subawards, participant support costs), indirect costs, and total costs. Round up to the nearest dollar and do not use any cents.

Recipients may issue subawards, contracts, or participant support costs to implement projects. Please refer to Appendix A for detailed guidance on these funding options and how to correctly categorize these costs in the workplan budget.