

Climate Pollution Reduction Implementation Grants Sample Work Plan Outline for General Competition

Instructions: This optional outline is intended to assist Climate Pollution Reduction Implementation Grants applicants with preparing their workplan for the general competition. Applicants are encouraged but not required to follow this outline; applications should address all of the sections (corresponding with the evaluation criteria) outlined in the Notice of Funding Opportunity (NOFO) (Funding Opportunity Number EPA-R-OAR-CPRGI-23-07). The workplan must not exceed a maximum of 25 pages. Pages in excess of the 25-page limit for the workplan (which does not include the 10-page technical appendix, 10-page budget narrative, optional budget spreadsheet, or GHG calculations spreadsheet) will not be reviewed. Please consult Section IV.B. of the NOFO for more information about the project narrative instructions, format, content, and required supplemental materials (i.e., Memorandum of Agreement, if applicable; budget narrative; and technical appendix) and the evaluation criteria in Section V.B. Applicants should ensure that their workplans are written clearly using understandable terms. Doing so will help ensure that the evaluation team members understand the purpose and expected outputs and outcomes of the overall project.

1. OVERALL PROJECT SUMMARY AND APPROACH

- a. Description of GHG Reduction Measures**
- b. Demonstration of Funding Need**
- c. Transformative Impact**

2. IMPACT OF GHG REDUCTION MEASURES

- a. Magnitude of GHG Reductions from 2025 through 2030**
- b. Magnitude of GHG Reductions from 2025 through 2050**
- c. Cost Effectiveness of GHG Reductions**
- d. Documentation of GHG Reduction Assumptions – Up to 10 additional pages as an appendix to the work plan (see Appendix C of the NOFO)**

3. ENVIRONMENTAL RESULTS – OUTPUTS, OUTCOMES, AND PERFORMANCE MEASURES

- a. Expected Outputs and Outcomes**
- b. Performance Measures and Plan**

c. Authorities, Implementation Timeline, and Milestones

4. LOW-INCOME AND DISADVANTAGED COMMUNITIES

a. Community Benefits

b. Community Engagement

5. JOB QUALITY

6. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

a. Past Performance

b. Reporting Requirements

c. Staff Expertise

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

a. Budget Detail

Budget Categories – Applicants may use the Optional Budget Spreadsheet

- i. Personnel*
- ii. Fringe Benefits*
- iii. Travel*
- iv. Equipment*
- v. Supplies*
- vi. Contractual*
- vii. Other*
- viii. Indirect Charges*

b. Expenditure of Awarded Funds

c. Reasonableness of Costs