# **Attachment A: OUTLINE Proposal Narrative**

The Proposal Narrative should consist of the following sections, connecting the proposed work to the RFP Objectives and Evaluation Criteria. Pictures, maps, and other attachments may be included within the Proposal narrative, if within the 10-page limit.

**Cover page**

Project Title:

Proposing Organization:

Principal Contact: (name, title, email address, phone)

Disadvantaged Communities targeted:

Partner Organizations:

Authorization:

By submitting this Proposal, [ProposerName] affirms acceptance of the terms and conditions and other requirements of this RFP, including its attachments and appendices, without exception, deletion, or qualification, and without making its offer contingent.

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Printed Name, Title

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Signature Date

**Work Summary**

Provide a brief description of the proposed work for which funding is being requested, and clearly state the anticipated benefits and how the work will help meet the program goals. The summary should be no more than half a page.

Indicate what makes your proposal unique or innovative.

**Work Narrative and Outcomes**

Provide an explanation, with specificity, of how the work will contribute to the program goals.

• Benefits and Outcomes:

Describe the intended outcomes of the proposed work.

• Environmental Justice:

Provide details about the DAC(s) targeted with your proposal.

Required Documentation: Map or link to map of DAC(s)

• Demonstrated Engagement:

Provide documented engagement with local government, community members, and other entities involved in community betterment; describe the interest in vehicle electrification within the target community.

• Additional information discussing the merits of your proposal is welcome.

**Detailed Work Plan:**

In a bulleted list, describe the activities and tasks that need to be completed for your proposal to be successful. The work plan should identify a reasonable and timely schedule for activity completion.

Issues or conditions that need to be resolved before the project can begin, and what barriers might be foreseeable, shall be clearly stated.

*A sample work plan has been provided in Attachment B below. You may wish to use it, modify it, or create your own.*

**Budget Summary and Budget Narrative**

Indicate the total Grant request and total Proposer Share, if any; these should add up to a total Project Budget.

If Cost sharing is proposed (it is not required), describe all other funding sources that will be used as cost sharing for this project and detail any plans to attract additional funding.

Provide a narrative description of cost items, explain why they are necessary to complete the proposed work, and provide a total anticipated cost.

**Capacity and Qualifications**

Describe the organizational qualifications, project staff roles and responsibilities, and their capacity to carry out the proposed work. This should include the specific roles and responsibilities of each team member and consist of a brief summary of organizational qualifications and previous accomplishments for similar projects.

This section may also include references from customers (particularly local or state governments), and other unique qualifications.

Describe the internal resources available by the project team and partners, including work and meeting facilities, and administrative resources that will be required for the project.