



**US Environmental Protection Agency
Office of Pesticide Programs**

Funding Opportunity Announcement:

Pesticide Safety Education Funds Management Program
EPA-HQ-OPP-2016-001

September 26, 2016
Revised October 7, 2016

Overview Information

The following list provides key information concerning this funding opportunity:

Federal Agency and Office Name: Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSP), Office of Pesticide Programs, Field and External Affairs Division (FEAD).

Funding Opportunity Title: Pesticide Safety Education Funds Management Program.

Announcement Type: Request for Applications (RFA) – Initial Announcement

Funding Opportunity Number: EPA-HQ-OPP-2016-001

Catalog of Federal Domestic Assistance (CFDA) Number: 66.716

Dates: Applications must be submitted electronically through Grants.gov on or before 11:59 pm Eastern Time on December 21, 2016. Applications received after the closing date and time will not be considered for funding. The project period for the award resulting from this solicitation is estimated to begin in April 2017. The proposed project period is up to five (5) years.

SUMMARY

The U.S. Environmental Protection Agency (EPA) is soliciting proposals from eligible applicants to manage a Pesticide Safety Education Funds Management Program (PSEFMP). Specifically, EPA is soliciting proposals from eligible applicants to establish and administer a national subaward program in support of pesticide applicator education and training for certified applicators of restricted use pesticides. A subaward program includes, but is not limited to, the administration and distribution of funds, monitoring subrecipients and measuring and reporting on results.

FUNDING/AWARDS

The total estimated funding for this competitive opportunity is approximately \$ 5,500,000 over a five-year period. EPA anticipates awarding one cooperative agreement from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations.

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I. Funding Opportunity Description

A. Background

The U.S. Environmental Protection Agency (EPA) has the authority through the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) to regulate the manufacture, sale, distribution and use of pesticides. EPA classifies a pesticide as “restricted use” if it poses unreasonable risks to the applicator, other people, or the environment. Restricted-use pesticides are limited to use by certified pesticide applicators, or to persons under their supervision. Certification is a process by which a person demonstrates they are competent to use restricted use pesticides in the course of their occupation. Pesticide regulatory agencies (states, tribes, territories, the District of Columbia and federal agencies) set requirements on how to become a certified applicator and maintain certification (i.e., “recertified applicator”). Pesticide applicator education and training materials and programs are available to help people prepare for certification exams and to maintain certification through continuing education.

Every year from 1975 until 2013, EPA distributed funds through an interagency agreement with the United States Department of Agriculture to Pesticide Safety Education Programs (PSEPs) associated with State Cooperative Extension Services (SCESs) and State (pesticide regulatory) Lead Agencies (SLAs) in states, territories, and the District of Columbia. Funds were allocated based on a formula developed by EPA. Since 2009, the following formula was used:

- EPA allocated to each PSEP a “base amount” of funding dependent on a three-year average of the number of applicators certified in their jurisdiction
- The balance was divided based on their percentage of the national total number of applicators.
- Each PSEP received a sum of \$15,000 plus a portion of the remaining funds.

EPA is providing a description of this distribution formula for background purposes only. Applicants may propose other formulas or distribution criteria based on their own assessments of the needs of PSEPs.

B. Scope of Work

The cooperative agreement awarded under this program is to establish and administer a national subaward program in support of pesticide applicator education and training for certified applicators of restricted use pesticides. FIFRA requires that pesticides classified by EPA as “restricted use” can only be used by a certified pesticide applicator, or under the supervision of a certified pesticide applicator. Pesticide applicators are certified by the pesticide regulatory agency in a state, tribe, territory, the District of Columbia or a federal agency. Certification and recertification requirements are established by the non-federal pesticide regulatory agency based on federal competency standards set in the EPA’s Certified Applicator regulation at 40 CFR part 171. Persons who want to become certified applicators often attend training or study written materials to prepare for a pesticide applicator certification exam. Once certified, applicators maintain their certification (“recertification”) often by attending training to acquire continuing education units or taking an exam. With this cooperative agreement, EPA furthers the protection of human

health, the environment, and ecosystems by supporting the education and training of certified applicators on the safe use of restricted use pesticides. The cooperative agreement recipient will be a pass-through entity under the Uniform Grant Guidance, 2 CFR Part 200. The successful applicant must develop and implement an effective subaward program that includes the following requirements:

- national coverage of PESP education and training opportunities;
- written criteria for selection of subrecipients and a formula by which to allocate funds,
- a process and mechanism(s) to establish subaward agreements that comply with 2 CFR 200.331 and [EPA's Subaward Policy](#).
- systems for monitoring subrecipient performance that measure progress towards achieving the goals and objectives, and report on compliance with 2 CFR 200.331 and EPA's Subaward Policy.

Note that the cooperative agreement awarded based on this announcement prohibits the use of these funds for meals, stipends, travel assistance, and similar forms of participant support costs and training workshop expenses. Reasonable costs for light refreshments (not meals) training events are allowable. The successful applicant must ensure that all subawards reflect these restrictions.

C. EPA Strategic Plan Linkage & Anticipated Outcomes, Outputs & Performance Measures

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA also requires that applications and recipients of grants and cooperative agreements adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see Linking Assistance Agreements to Environmental Results <https://www.epa.gov/grants/linking-assistance-agreements-environmental-results>)

1. Linkage to EPA Strategic Plan. All applicants must support progress towards meeting EPA's 2014-2018 Strategic Plan Goal 4 "Ensuring the Safety of Chemicals and Preventing Pollution" which states "reduce the risk and increase the safety of chemicals and prevent pollution at the source" and Objective 4.1 "Ensure Chemical Safety", which states "reduce the risk and increase the safety of chemicals that enter our products, our environment, and our bodies." To see EPA's Strategic Plan, visit <https://www.epa.gov/planandbudget/strategicplan>

EPA's Office of Pesticide Programs works to address the safe use of pesticides and assess the associated risks to human health and the environment. Specifically, the Pesticide Safety Education Funds Management Program (PSEFMP) will support education and training so that pesticide applicators have the requisite

knowledge to handle and apply pesticides in a manner that will not pose unreasonable risks to the applicator, other people, or the environment.

2. Outputs. The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance-agreement funding period.

Examples of anticipated outputs from the cooperative agreement to be awarded under this announcement include, but are not limited to:

- A range of opportunities (e.g., classroom instruction, hands-on training, on-line training, webinars) for pesticide applicators to maintain certification through quality PSEP training programs.
- The number of persons certified as pesticide applicators by a certification program with an EPA-approved certification plan per 40 CFR §171.7.
- A report of programs and activities used to educate and train certified pesticide applicators so they have the requisite knowledge to safely handle and apply pesticides.

Progress reports and a final report will also be a required output, as specified in “Reporting Requirement” under Section VI of this announcement.

3. Outcomes. The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health related or programmatic in nature, but must be quantitative and correlate with the objectives of the PSEFMP. They may not necessarily be achievable within an assistance agreement funding period.

Examples of anticipated environmental outcomes from the cooperative agreement to be awarded under this announcement include, but are not limited to:

- Enhanced education and training opportunities for pesticide applicators on the safe use of pesticides;
- Protecting human health from pesticide risk; and
- Protecting the environment from pesticide illness and injury.

4. Performance Measures. The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in the application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include the following:

- Oversight of subawards,
- Oversight of reports on outputs and outcomes,
- Tracking and reporting progress on funds distribution, expenditures, purchases, and other fiscal activities, and
- Tracking, measuring and reporting actual accomplishments against proposed outputs/outcomes and timelines/milestones.

D. Statutory Authority

The statutory authority for this action is Section 20 of Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), 7 U.S.C. 136r, which authorizes the Agency to issue assistance agreements for research, development, public education, training, monitoring, demonstrations, and studies. These cooperative agreements will support FIFRA through the education and training of pesticide applicators of restricted use pesticides.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding for this competitive opportunity is approximately \$1.5M for the first year, and \$1M in subsequent years for a total of up to five years and approximately \$5.5M.

B. How many agreements will EPA award in this competition?

EPA anticipates establishing one award from this announcement, for approximately \$5,500,000 subject to the availability of funds, the quality of evaluated application, and other applicable considerations. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selection. Any additional selections for awards will be made no later than six months from the date of the original selection.

C. What is the project period for awards resulting from this solicitation?

The project period for awards resulting from this solicitation is estimated to begin in April 2017. Proposed project periods may be up to five (5) years.

D. What type of award will EPA make resulting from this solicitation?

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- Collaboration during performance of the scope of work;
- In accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement(s);

- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Review and approval of the substantive terms of subaward agreements; and
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with CFDA 66.716 – Research, Development, Monitoring, Public Education, Training, demonstrations and Studies, and the EPA’s Assistance Agreement Competition Policy (EPA Order 5700.5A1), applications will be accepted from states; U.S. territories or possessions; federally recognized Indian tribal governments and Native American organizations; public and private universities and colleges; hospitals, laboratories, other public or private nonprofit institutions; local governments; and international entities. Individuals and for-profit organizations are not eligible to apply.

A non-profit organization, as defined by 2 CFR Part 200.70 means any corporation, trust, association, cooperative or other organization not including Institutions of Higher Education (IHEs) that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that 2 CFR Part 200.70 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the OMB Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local and federally-recognized Indian tribal governments; and (iv) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be a “non-profit organization(s)” as defined by 2 CFR Part 200.70, colleges and universities, hospitals, state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under 2 CFR Part 200 and this RFA.

For-profit organizations are not an eligible entity for this funding opportunity. Additionally, non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost Sharing or Matching

Cost sharing or matching is not required, and voluntary cost sharing or leveraging, if proposed, will not be considered during the evaluation of proposals. (See Section V.A)

C. Threshold Eligibility Criteria

Applications will be eliminated from the competition if the threshold eligibility criteria listed below are not met. Only applications from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the

threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1.
 - a. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
 - b. Applications must be submitted through www.grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal/application is timely submitted.
 - c. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with www.Grants.gov or relevant www.SAM.gov system issues. An applicant's failure to timely submit their proposal/application through www.grants.gov because they did not timely or properly register in www.SAM.gov or www.Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with Jeanne Kasai at kasai.jeanne@epa.gov or 703-308-3240 as soon as possible after the submission deadline – failure to do so will result in your proposal not being reviewed.
2. EPA will consider only one application from each eligible applicant including units of government and institutions of higher education. If EPA receives more than one application from an eligible applicant (e.g. different agencies of a governmental unit or different departments of the same IHE) EPA will refer the applications back to the applicant for a decision regarding which application the applicant wants EPA to consider.
3. Applicants must be eligible to receive funding under this announcement. (*See above*)
4. The proposed project period of performance must not exceed five years.
5. The maximum funding level requested for the first year of the project must not exceed \$1.5M. Applications requesting more than the maximum funding will be rejected.
6. Applications must support EPA Strategic Plan Goal 4 “Ensuring the Safety of Chemicals and Preventing Pollution”. (*See Section I*)
7. Submissions must contain specific outputs and outcomes and state how those will be measured and documented.
8. The proposal must address all of the requirements listed in Section I “Scope of Work”.
9. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities (e.g. trainee stipends), that portion of the proposal will be ineligible for

funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants, except as noted below, must apply electronically through www.grants.gov for this funding opportunity based on the Grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through Grants.gov because of limited or no Internet access which prevents them from being able to upload the required application materials to www.Grants.gov, the applicant must contact OGDWaivers@epa.gov or the address listed below in writing (e.g., hard copy, email) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their application materials through an alternate method.

Mailing Address:

OGC Waivers c/o Barbara Perkins
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Ave., N. W.
Mail Code: 3904R
Washington, DC 20460

Courier Address:

OGC Waivers c/o Barbara Perkins
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51267
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- An explanation of how they lack the technical capability to apply electronically through grants.gov because of 1) limited Internet access or 2) no Internet access which prevents them from being able to upload the required application materials through www.Grants.gov.

EPA will only consider such alternate submission exception requests based on the two reasons listed above; all others will be denied. EPA will timely respond to the request. If approved, the applicant will receive documentation of the approval of the alternate submission method and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any application

submitted under the alternative method. The documentation will not count towards any page limits imposed by the funding opportunity announcement.

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2016, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2016). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2016 with a submission deadline of January 15, 2017, the applicant would need a new exception to submit through alternative methods beginning January 1, 2017.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

B. Grants.gov Application Submission Instructions

Your organization's Authorized Official Representative must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) on or before 11:59 pm Eastern time on December 21, 2016. *See Appendix A for specific submission instructions.*

C. Content of Application Package Submission

Regardless of the mode of submission, all applications must contain all of the following forms and documents, completed and signed, in the sequential order shown. Additional guidance on completing the documents is available through EPA's Office of Grants and Debarment (<http://www.epa.gov/ogd/>).

1. Standard Form (SF) 424, *Application for Federal Assistance*
Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. Be sure to include organization fax number and e-mail address in Block 5 of the SF-424 form. Clearly state the total funding amount requested for the ENTIRE project period in Block 15.
Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711. Alternatively, applicants may also request a DUNS number online by going to <http://fedgov.dnb.com/webform> and following the instructions for a cooperative agreement.
2. SF-424A, *Budget Information for Non-Construction Programs*

Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. The amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e. a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. Clearly state the total funding amount requested for the ENTIRE project period in Block 15.

3. SF 424B, *Non-Construction Programs*
4. SF 6600-06, *Certification Regarding Lobbying*
5. EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
6. EPA Form 5700-54, *Key Contacts Form*
7. Narrative Proposal (*as described below*)

Narrative Proposal

The Narrative Proposal must contain all parts (I through II) described below, in sequential order as shown. Each page must be numbered, formatted for 8.5 x 11 inch paper, single-spaced and typewritten with 11-point font. Electronic files must be readable in Adobe Acrobat PDF or MS Word for Windows. The project narrative cannot exceed the page limits identified below. Each page past the page limit will not be considered. Federal forms, the cover page, resumes and letters will not count toward any page limit.

1. Cover Page (Page 1- one page limit). The cover page must list the following information with the letterhead for your organization:

- EPA funding opportunity number: [EPA-HQ-OPP-2016-001]
- Project Title:
- Project Coordinator:
- Organization Name and Address:
- Telephone No.: Fax No.: Email Address:
- Project Duration (anticipated start date and end no later than date):
- First Year Funding Request:
- Total Funding Request (for the entire project):
- DUNS number:

2. Table of Contents (Page 2 – one page limit): A table listing the different parts of the application and the page number on which each part begins.

3. Executive Summary (page 3 – one page limit). A stand-alone, concise description of the project with objectives, outputs, and outcomes; and an assurance that your organization meets the eligibility factors, as listed in Section III (Eligibility Information).

4. Narrative Proposal Work-Plan (12 page limit).

The narrative proposal work-plan must directly and explicitly describe how the proposed project meets the guidelines in Sections I – III of this announcement

(including the requirements in Section I and the threshold eligibility criteria in Section III) and all evaluation criteria set forth in Section V.

The narrative proposal work plan must contain all parts in sequential order as shown below:

Project title

Part I. Project Summary and Approach

a. Purpose Statement

A one sentence description of what will be accomplished as a result of the project.

b. Project Goal and Objectives (*See Section I*)

Describe a plan that includes the following:

- Stated goal and a numbered list of concisely written objective(s);
- How the goal and objectives are linked to EPA Strategic Plan Goal 4, Objective 4.1;
- A list of outputs and results expected from the outputs;
- A list of outcomes and anticipated changes or benefits to human health and the environment as a result of the outcomes; and
- An approach for tracking and reporting progress toward achieving the expected outputs and outcomes.

c. Project Design

Describe in detail the approach and plan for establishing a subaward program with national coverage, and include:

- Criteria and process for identifying eligible subrecipients;
- Criteria and process for selecting subrecipients;
- The method or approach used to
 - determine the total amount of funding for subawards;
 - determine the allocations for each subaward (e.g., method, formula, criteria);
 - disburse funds to each eligible subrecipient (e.g., mechanism, process);
 - ensure subrecipients comply with the requirement at 40 CFR 45.135(a) that trainees be citizens of the United States, its territories, or possessions, or lawfully admitted to the United States for permanent residence.
- Lessons learned from previous or existing efforts and how they will be used in this project.
- How the overall approach and plan will meet program objectives.
- The reporting requirements you will require of each subrecipient,
- The reports and content of reports to EPA.

- A description of staff expertise/qualifications, staff knowledge and resources or the ability to obtain them to successfully achieve the goals and objectives of the proposed project.

d. Project Milestone Schedule

Provide a milestone schedule that covers each of the five years of the cooperative agreement, with a breakout of the project activities into phases with associated tasks and a timeframe for completion of tasks. Include an approach to ensure that funds are awarded and expended in a timely and efficient manner.

Part II. Past Performance - Programmatic Capability and Environmental Results

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization managed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you submitted adequately and timely reports on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. Include the Project Officer's name, email address, and phone number of these past projects. In evaluating applicants under these factors, 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/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

Part III. Budget Narrative

In addition to the SF-424A form, prepare a detailed budget with narrative, explaining/outlining the need for funding under each of the appropriate budget categories as listed below. Include both federal and voluntary (non-federal) cost share/match if applicable. For each category, indicate which portions of the costs will be paid with EPA or voluntary cost share/match funds (if applicable). Link each task or activity from the project work plan to the associated resources needed to accomplish the activity. Include sufficient detail for EPA to determine if the costs are eligible, allocable, reasonable, and allowable. For more information, see <http://www.epa.gov/ogd/recipient/tips.htm> and for guidelines

and a sample budget, see <https://www.epa.gov/grants/application-kit-federal-assistance>.

If recommended for funding, you will be required to submit a copy of your organization's Indirect Cost Rate Agreement if your proposed budget includes indirect costs.

a. Personnel: Include only direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full or part-time employee. Consultants, contractors or employees of other partner organizations are not "personnel".

b. Travel: Include the travel location(s), estimated number of trips, estimated total mileage, applicable reimbursement rate, and number of nights lodging required throughout the entire project period for your personnel only. (Travel for consultants, contractors, subawardees, or partner organizations goes in "Other Direct Costs".)

c. Equipment: Include only equipment proposed purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include costs for each item.

d. Supplies: Include tangible personal property other than equipment. Include a brief description of the supplies required to perform the work and categorized by major supply category. Example: office supplies, computer supplies, etc.

e. Contractual/ (including consultant) Services: List services and associated costs that are to be carried out by an individual or organization other than the applicant in the form of a procurement relationship. Consultants are contractors. Include a brief description of the scope of work or services to be provided.

NOTE:

Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants

with the proposal solely based on the firm's role in preparing the proposal/application.

Refer to Section I V. d. of EPA’s Standard Solicitation Clause for more information on this important topic.

f. Other Direct Costs: Include only those types of direct costs that do not fit in any of the other budget categories. Examples include: occasional photocopying at commercial locations (printing and binding services are contractual), rental of meeting space or instructional facilities, and sub-award costs.

g. Subawards: Any award of financial assistance by any legal agreement made by the recipient to an eligible sub-recipient. Funding may be used to provide subawards of financial assistance, which includes using subawards to fund partnerships, provided the recipient complies with applicable requirements for subawards including those contained in 2 CFR Part 200. Applicants must provide a line item amount for subawards in the Budget Narrative for the “Other Direct Costs” category.

h. Coalitions: Groups of two or more eligible applicants may choose to form a coalition and submit a single application for this assistance agreement. However, one entity must be responsible for the cooperative agreement. Coalitions must identify which eligible organization will be the recipient of the assistance agreement, and which eligible organization(s) will be subrecipients. EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

EPA funds may only be used for purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. Assistance agreements funds may not be used to match funds for other federal grants, lobbying or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal government or any other governmental entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in 2 CFR Part 200, Subpart E.

5. Appendix A: Timetable

Provide a timetable for each project objective.

6. Appendix B: Letters of Support

If the project narrative describes partnerships, funding, or in-kind services, a letter of support may be included in the proposal. Letters of support are not required. If submitted, letters of support should clearly state the intent of the partner and their contribution, cash or in-kind services to the project. Letters of recommendation will

not be considered.

7. Appendix C: Resumes

Provide brief resumes (not to exceed two pages) for the project coordinator and key staff.

D. Submission Dates and Times

The closing date and time for submission of applications is December 21, 2016, at 11:59pm Eastern Time (ET). Applications submitted after the closing date and time will not be considered for funding.

E. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and application assistance and communications, can be found at <http://www2.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. Application Review Information

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criteria set forth below. Applicants must directly and explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Max. # Points	Total points
PART I. Project Summary & Approach		
(a) Purpose Statement and (b) Project Goal and Objectives		20
(i) The extent to which the purpose, goal(s) and objectives benefit the public and to the potential audience served, and align with EPA Strategic Plan Goal 4, Objective 4.1.	5	
(ii) The extent to which the objectives are consistent with the purpose of this program as described in Section I and are concise, specific, realistic and measurable.	5	
(iii) The extent to which the outputs and outcomes and their results (anticipated changes or benefits) are clear, thorough, allowable under this announcement, and align with the goals and objectives of the project.	5	

(iv) The extent and quality to which the approach for measuring, tracking and reporting progress toward achieving the outputs and outcomes is clear, thorough, reasonable and logical.	5	
(c) Project Design		30
(i) The extent to which the criteria and process for identifying and selecting eligible subrecipients provides national coverage and is clear, thorough, appropriate and reasonable.	5	
(ii) The extent to which the approach and plan to determine the total amount of funds for subawards is clear, appropriate and reasonable.	5	
(iii) The extent to which the approach and plan to determine the allocations for each subaward is clear, logical, equitable, and reasonable.	10	
(iv) The extent to which the approach and plan to disperse subaward funds to each subrecipient is appropriate and reasonable.	5	
(vi) The extent to which the reporting requirements (of subrecipients and to EPA) are clear and thorough, and quantitatively and qualitatively measure progress and results toward achieving the outputs and outcomes.	5	
(d) Project Milestone Schedule		10
(i) The extent to which the milestone schedule is detailed, thorough and logical, covers all five years, and breaks out the project activities into phases with associated tasks and timeframes.	5	
(ii) The extent to which the milestone schedule includes plans to award and ensure that funds are expended in a timely and efficient manner.	5	
PART II. Programmatic Capability and Environmental Results Past Performance Criteria		20
The ability to successfully complete and manage the proposed project taking into account:		
(i) past performance in successfully completing and managing the assistance agreements identified in Part II of Section IV.C.7.	5	
(ii) history of meeting reporting requirements including whether acceptable final technical reports were submitted, the extent to which reports on progress toward achieving the expected outputs and outcomes were adequate and timely, and if progress was not made, whether the report explained adequately why not.	5	
(iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project.	5	
(iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the proposed project.	5	
NOTE: for (i) and (ii) the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate so in the proposal and you will receive a neutral score for these subfactors (items i and ii above – a neutral score is half of the total points available in a subset of possible points). If you do not provide any response		

for these items, you may receive a score of 0 for these factors.		
PART III. Budget (Narrative and Forms)		20
The Agency will evaluate the proposed budget to evaluate the extent to which:		
(i) costs are broken out in detail, and are appropriate to accomplish the proposed goals, objectives, and measureable outcomes.	5	
(ii) costs are linked to a complete and thorough list of tasks and activities.	5	
(iii) costs are reasonable, allowable, allocable and eligible.	10	
TOTAL		100

B. Review and Selection Process

A panel of EPA reviewers will evaluate and score each application against each criterion listed above. EPA will sum the total score of each application, and rank them in numerical order. The EPA review panel will recommend to the Selection Official the application that should be funded according to the review results. The Selection Official will review the recommendation and the associated application, and will consider other factors including funding and programmatic priorities before reaching a final decision. Once a final decision is made, a funding recommendation will be developed and forwarded to the EPA Award Official.

C. Debriefings

Unsuccessful applicants interested in requesting a debriefing should refer to the procedures for debriefings in the [Dispute Resolution Procedures](#), which can also be found at 70 FR (Federal Register) 3629, 3630 (January 26, 2005). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

D. Additional Provisions Incorporated By Reference

Additional Provisions For Applicants Incorporated Into The Solicitation:

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found on the [EPA Solicitation Clauses](#) page. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

VI. Award Administration Information

A. Award Notification

Following evaluation of applications, all applicants will be notified regarding their status. EPA anticipates notification to the successful applicant will be made via telephone, email or postal mail by March 1, 2017. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award.

This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The Selection Official may also consider programmatic priorities and the similarity of the project to other projects already being funded by the EPA. The award notice signed by the EPA grants officer is the authorizing document and will be provided through electronic or postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

The grantee information for the successful application will be posted through the Office of Pesticide Programs website at the conclusion of the competition.

B. Administrative and National Policy Requirements

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at <https://www.epa.gov/grants/epa-grants-overview-applicants-and-recipients>

If a conference or workshop is an element of the project, the applicant will be required to answer the following questions: Who is initiating the conference/workshop/meeting? How will it be advertised? Whose logo will be on the agenda and materials? What is the percentage of participants, i.e. federal, state, local or public? Will the grant recipient prepare the proceedings and disseminate the information back to the targeted community? Will program income be generated from this event?

Indirect costs must be included in the funding amount. In accordance with 2 CFR 200.414, any non-federal entity that has never received a negotiated indirect cost rate, except for those non-federal entities described in 2 CFR 200 Appendix VII – States and Local Government and Indian Tribe Indirect Cost Proposals, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. Any non-federal entity that has a federally negotiated indirect cost rate may apply for a one-time extension of a current negotiated indirect cost rate for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted, the non-federal entity may not request a rate review until the extension period ends. At the end of the four-year extension, the non-federal entity must re-apply to negotiate a rate.

C. Reporting Requirements

The successful applicant(s) will be required to submit project activity reports throughout the duration of the project, as frequently as quarterly, as directed by the EPA Project Officer. Project activity reports must address the status of all objectives and activities

outlined in the project (including measures), any changes in key personnel, and incurred project expenses. A final project report is also required 90 days following the end of the project period. All reports should be submitted electronically.

D. Additional Provisions For Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including, but not limited to, those related to human subjects, data access and information release, DUNS, SAM, copyrights, disputes, and administrative capability, can be found at this link: <https://www.epa.gov/grants/epa-solicitation-clauses>

These and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www2.epa.gov/grants/dispute-resolution-procedures>. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

VII. Agency Contact

If you have questions or need additional information regarding this announcement, please contact Jeanne Kasai, U.S. Environmental Protection Agency, Office of Pesticide Programs (7506P), 1200 Pennsylvania Ave. N.W., Washington, DC 20460. Telephone: (703) 308-3240, email: kasai.jeanne@epa.gov.

All questions or comments must be communicated in writing via postal mail, or e-mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement and available at [Grant Opportunities](#).

ATTACHMENT A

Grants.gov Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with grants.gov and is authorized to sign applications for federal assistance. For more information on the registration requirements that must be completed to submit an application through grants.gov, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Applicants” on the top of the page, then “Apply for Grants” from the dropdown menu, and then follow the instructions accordingly. Please note: To apply through grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>

You may also be able to access the application package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-HQ-OPP-2016-001, or CFDA number 66.716 in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than December 21, 2016. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit *all* of the application materials described in the announcement using the grants.gov application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the “Show Instructions” tab that is accessible within the application package itself.

Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Proposals submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact Jeanne Kasai at 703-308-3240. Failure to do so may result in your application not being reviewed.

F. Technical Issues with Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Investigators should save the completed application package with two different file names before providing it to the Authorized Organization Representative (AOR) to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted. Note: Revised proposals must be submitted before the solicitation closing date and time.
2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. ***Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.*** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.

Note: Grants.gov issues a “case number” upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions does not resolve the problem so that the application is submitted to www.grants.gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Jeanne Kasai at kasai.jeanne@epa.gov with the FON in the subject line. If you are unable to email, contact Jeanne Kasai at 703-308-3240. Be aware that EPA will only consider accepting proposals that were unable to transmit due to www.grants.gov or relevant www.sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. EPA will not accept proposals

that are unable to be submitted using Grants.gov because the applicant failed to register in SAM.gov or Grants.gov due to their own error.

- a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call www.grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be *sure* to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with Internet access, contact Jeanne Kasai at 703-308-3240.
- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
- c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to Jeanne Kasai at kasai.jeanne@epa.gov with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.