



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

Funding Opportunity Announcement:

Aerial Pesticide Applicator Training and Outreach

April 23, 2010

4/15/10

Funding Opportunity Announcement

Aerial Pesticide Applicator Training and Outreach

Overview Information

The following list provides key information concerning this funding opportunity:

A. Federal Agency and Office Name:

Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSPP), Office of Pesticide Programs (OPP); Field and External Affairs Division, Certification and Worker Protection Branch

B. Funding Opportunity Title:

Aerial Pesticide Applicator Training and Outreach; Request for Applications (RFA)

C. Announcement Type: Initial Announcement

D. Funding Opportunity Number: EPA-OPP-2010-003

E. Catalog of Federal Domestic Assistance (CFDA) Number:

66.716-Surveys, Studies, Demonstrations, Educational Outreach, and Special Projects within the Office of Prevention, Pesticides and Toxic Substances

F. Statutory Authority:

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20.

G. Dates: Applications must be submitted through Grants.gov on or before 5:00 PM Eastern Daylight Time on Monday, **June 7, 2010**.

Hard copy applications via express delivery only (e.g., FedEx, UPS, etc.) must be received by Michelle DeVaux on or before 5:00 PM Eastern Daylight Time on **Monday, June 7, 2010**. EPA will not accept applications submitted via fax, email, or 1st Class Mail delivery by U.S. Postal Service. See Section IV for further information.

Brief Description

The Office of Pesticide Programs (OPP) is soliciting applications from eligible parties for an EPA cooperative agreement to provide financial assistance to an eligible organization for an education and training program directed towards aerial applicators of pesticides to: promote safe pesticide application: secure pesticide and aircraft storage: enhance pesticide stewardship: and reduce risk to aerial applicators, agricultural workers, the public, and the environment through adoption of safer application techniques. The grantee will develop a minimum of three (3) educational modules for aerial pesticide applicators that provide training on the latest technology and risk mitigation measures available to aerial pesticide applicators. As part of this program the grantee will also

present one or multiple educational modules at a minimum of twenty (20) events per year attended primarily by aerial pesticide applicators. The grantee may draw from existing training materials but must not duplicate materials that are currently available. The training materials must incorporate the latest information available on topics such as spray drift reduction, secure storage of aircraft and pesticides, proper application techniques, and application nozzle technology. In addition, the grantee's materials should also address significant compliance issues to ensure that aerial pesticide applicators understand the risks associated with this particular application method and how to avoid them.

This announcement provides qualification and application requirements to those interested in submitting applications for fiscal year 2010. Eligible applicants include: States, U.S. territories or possession, 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 individuals and international entities.

The estimated amount of funding for the cooperative agreement for a five-year period is \$150,000. The estimated amount of funding available for award in Fiscal Year 2010 is expected to be approximately \$50,000. At the conclusion of year one, incremental funding of approximately \$25,000 may be made available for subsequent years depending on funding availability, satisfactory performance and other applicable considerations, allowing the project to continue for a total of five years.

I. Funding Opportunity Description

A. History

Since the 1970s, OPP has provided funding for training of pesticide applicators. In 2002, OPP funded a 5-year cooperative agreement, Pesticide Drift Mitigation Educational Program, to develop a national educational program on pesticide drift mitigation. The grant included development and presentation of training materials to provide information for professional aerial pesticide applicators on the latest technology. The training was designed to help prevent pesticide drift into areas where agricultural laborers are working, environmentally sensitive areas, neighboring housing, and other non-target areas. The program was disseminated by trained presenters through a national network of professional aviation associations and reached over 1,500 applicators each year.

It is EPA's intent, mission, and goal to continue supporting training for aerial pesticide applicators to provide information on the constantly developing technology and information related to aerial pesticide application and drift mitigation.

B. Authority

EPA expects to make this award under the authority provided in FIFRA (7 U.S.C. 136r) Section 20 which authorizes the Agency to issue grants or cooperative agreements for

research, public education, training, monitoring, demonstration and studies. Regulations governing these agreements are found at 40 CFR Part 30 for institutions of higher education, hospitals, and other non-profit organizations, and 40 CFR Part 31 for states and local governments. In addition, the provisions in 40 CFR Part 32 on government-wide debarment and suspension; and the provisions in 40 CFR Part 34 governing restrictions on lobbying, apply. All costs incurred under this program must be allowable under the applicable OMB Cost Circulars: A-21 (educational institutions), found at 2 CFR Part 220; OMB Circular A-87 (State, local and Indian Tribal government), found at 2 CFR Part 225 and OMB Circular A-122 (non-profit organizations), found at 2 CFR Part 230. Copies of this circular can be found at <http://www.whitehouse.gov/omb/circulars>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (e.g., lobbying members of Congress or lobbying for other Federal grants, cooperative agreements or contracts). See 40 CFR Part 34.

C. Program Description

1. Purpose and Scope.

The cooperative agreement awarded under this program is intended to provide financial assistance to:

- a. Develop training materials for aerial pesticide applicators covering spray drift mitigation, developing technology, safer application practices, and general stewardship.
- b. Present training materials to aerial pesticide applicators through approximately 20 meetings, conferences, workshops, and events per year, sponsored by national, state, and local aerial pesticide applicator associations.
- c. Work collaboratively with state pesticide regulatory agencies, state pesticide regulator associations, state and Federal governments in the development of training materials in order to incorporate the topics most relevant to educating aerial pesticide applicators to better protect the applicator, bystanders, and the environment.

2. Goal and Objectives

The objectives of this project will:

- a. Improve training programs and materials for aerial pesticide applicators so they can reduce pesticide spray drift and better protect agricultural workers, themselves, the public, and the environment;
- b. Promote the adoption of safer aerial application techniques to enhance working conditions for agricultural field workers, pesticide applicators and other members of the agricultural community at the local, state, national and international levels;
- c. Promote environmental justice by educating aerial applicators about the newest technology available to best mitigate pesticide spray drift and the importance of using the best available application methods to reduce off-target pesticide application, specifically in agricultural application which primarily affects low-

literacy, and predominately Latino farmworkers and farmworker children in rural agricultural areas;

- d. Bring together regulators and educators to develop safety training programs for aerial pesticide applicators so they are better informed about how to use the latest, safest technology in aerial pesticide application.

3. Activities to be Funded:

Develop and present at least 20 training programs annually for aerial pesticide applicators on reducing pesticide spray drift and better protecting agricultural workers, themselves, the public, and the environment. Key activities to be funded under this cooperative agreement will:

- a. Develop training materials for aerial pesticide applicators focused on reducing spray drift, using developing technology to decrease off-target application, promoting security pre- and post-aerial application, reducing exposure to agricultural workers and bystanders from off-target drift, and other relevant topics. These materials will be developed working collaboratively with local, state, and federal governments, national pesticide regulatory associations, and experts on the subject matter of aerial pesticide application and training. Materials and training approaches will be reviewed by the EPA Project Officer prior to implementation of the training programs and outreach to insure comprehensive review of existing materials is conducted and the development of any new materials or approaches do not duplicate existing ones. Work might include pilot testing and/or peer reviewing materials.
- b. Promote the presentation of the aerial pesticide applicator training program at a minimum of 20 local, regional, and national events per year. The audience for the events should be primarily aerial pesticide applicators.
- c. Develop or utilize pesticide safety training evaluation tools, for example pre and post tests, anticipated adoption of safe practices, or focus groups, to evaluate the effectiveness of the training programs and modify the training programs to improve them as necessary.

D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan /GPRA Architecture

The award to be made under this announcement is expected to support EPA's Strategic Plan Goal 4 – Healthy Communities and Ecosystems, Objective 4.1 – Chemical, Organism and Pesticide Risks, sub-objective 4.1.J1 – Protect Human Health from Pesticide Risk, 4.1.J2 – Protect the Environment from Pesticide Risk, and 4.1.J3 – Realize the Value of Pesticides Availability. To see EPA's 2006-2011 Strategic Plan, visit: <http://www.epa.gov/ocfo/plan/plan.htm>.

2. 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. They may not necessarily be achievable within an assistance agreement funding period.

Expected outcomes from this cooperative agreement include, but are not limited to:

- a. Enhancing capabilities, through an increase of knowledge, to assist aerial pesticide applicators in preventing and reducing pesticide risks to humans, communities and ecosystems;
- b. Protecting human health from pesticide risk;
- c. Restoring healthy communities by reducing the environmental justice impact on minority and low-income populations of farmworkers and farmworker children from spray drift; and
- d. Protecting the environment from pesticide risks.

3. Outputs

The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be 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.

The anticipated outputs of this cooperative agreement include, but are not limited to:

- a. Develop effective aerial pesticide applicator training programs to enhance pesticide risk reduction to human health, communities and ecosystems.
- b. Presentation of aerial pesticide applicator training programs at a minimum of 20 events per year.
- c. Provide aerial pesticide applicator training to at least 1,200 aerial pesticide applicators per year.

II. Award Information

A. Amount of Funding Available

The estimated amount of funding for the cooperative agreement for a five-year period is **\$150,000**. The estimated amount of funding available for award in Fiscal Year 2010 is expected to be approximately **\$50,000**. At the conclusion of year one, incremental funding of approximately **\$25,000** may be made available for subsequent years depending on funding availability, satisfactory performance and other applicable considerations, allowing the project to continue for a total of five years. EPA reserves the right to reject all applications and make no awards.

B. Funding Restrictions

Indirect costs must be included in the funding amount. In accordance with 40 CFR 30.25 (f), “Recipients are authorized without prior approval or a waiver to: (1) Incur pre-award costs 90 calendar days prior to award. (i) Pre-award costs incurred more than 90 calendar days prior to award require the prior approval of the EPA Award Official. (ii) The applicant must include all pre-award costs in its application. (iii) The applicant incurs such costs at its own risk (i.e., EPA is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs). (iv) EPA will only allow pre-award costs without approval if there are sufficient programmatic reasons for incurring the expenditures prior to the award

(e.g., time constraints, weather factors, etc.), they are in conformance with the appropriate cost principles, and any procurement complies with the requirements of this rule.”

C. Funding Type

EPA will award funding in the form of an assistance agreement according to FIFRA Section 20. The award will be in the form of a cooperative agreement with substantial involvement between the EPA Project Officer and the selected applicant in the performance of the work supported. While EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement would be:

1. Close monitoring of the successful applicant’s performance to verify the results proposed by the applicant;
2. Collaboration during performance of the scope of work; and
3. Review and comment on quarterly reports, meetings, conferences and materials prepared under the cooperative agreement.
4. Review and approve training approaches and training materials prior to implementation.

D. Total Number of Awards.

EPA anticipates making one award from this announcement. Funding will be in the form of a cooperative agreement according to FIFRA Section 20. Selection will be based on the criteria established in this announcement.

E. Start Date/Project Duration

The start date for the selected application is August of 2010. The proposed project period duration is expected to be five (5) years.

F. Additional Award Information

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

G. Partial Funding

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and the selection process.

III. Eligibility Information

A. Eligible Applicants

EPA is soliciting applications from the following eligible entities under this announcement: 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 individuals and international entities. For profit organizations are not eligible.

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/Matching

There are no cost share requirements for this project.

C. Threshold Eligibility Requirements

These requirements, if not met by the time of application submission, will result in elimination of the application from consideration for funding. Only applications that meet **ALL** of these criteria will be evaluated against the ranking factors in Section V of the 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. Applicants must be eligible (See Section III. A) to receive funding under this announcement.
2. 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. In addition, where a page limit is expressed in Section IV with respect to the application, pages in excess of the page limitation will not be reviewed.
3. Applications must be submitted through Grants.gov on or before 5:00 PM Eastern Daylight Time on **Monday, June 7, 2010**.
4. Hard copy applications via express delivery (e.g., FedEx, UPS, etc) must be received by 5:00 PM Eastern Daylight Time on **Monday, June 7, 2010**, to contact listed in Section VII.
5. Hard copy applications will only be accepted via an express mail delivery service. EPA will not accept applications submitted via fax, email, or 1st Class Mail delivery by U.S. Postal Service.
6. Applications received after the submission due date and time will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling and not the applicant. Applicants should confirm receipt of their application with Michelle DeVaux as soon as possible after the submission deadline. Failure to do so may result in your application not being reviewed.

7. EPA will consider only the first applications submitted by each individual investigator. Application from different investigators within the same organization are acceptable.

IV. Application and Submission Information

A. How to Obtain Application Package

The required forms are available through EPA's Office of Grants and Debarment website at http://www.epa.gov/ogd/grants/how_to_apply.htm.

B. How to Submit Applications

Applicants must send applications to the contact listed below by hard copy or electronically through <http://www.grants.gov>. **U.S. EPA will no longer consider applications sent by e-mail.** Applicants must submit a complete, detailed application to include all of the documents described in Section IV.C below. Applicants have the option to submit their application in one or two ways: 1) Hard copy by express delivery service, or 2) electronically via Grants.gov website. All applications must be prepared, and include the information, as described below in Section IV.C.

1. Hard Copy Submission

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to submit their application packages. If submitting a hard copy application through an express delivery service, the package must show it was picked-up for delivery as indicated on the way bill by **Monday, June 7, 2010**, and an email alerting EPA to expect the application package should be sent to: devaux.michelle@epa.gov

Please provide one original of the application package (including signed and completed SF 424 and SF 424A forms) and one copy (preferably double-sided) – **no binders or spiral binding** – to:

Hard Copy via Express Delivery Address (FedEx, UPS, DHL, USPS etc.)

U.S. Environmental Protection Agency
ATTN: Michelle DeVaux (Mail Code 7506P)
Office of Pesticide Programs
2777 Crystal Drive
Potomac Yard 1, S-11213
Arlington, VA 22202
Phone: (703) 308-5891

2. How to Send Applications Electronically through

<http://www.grants.gov>

Applicants choosing to send their application electronically must do so through <http://www.grants.gov>. Grants.gov is a database created in response to the

President's 2002 Fiscal Year Management Agenda to improve government services to the public. Agencies were instructed to "allow applicants for Federal grants to apply for and ultimately manage grant funds online through a common website, simplifying grants management and eliminating redundancies." Please refer to **Attachment A** at the end of this announcement for instructions on sending a applications through <http://www.grants.gov>.

C. Content of Application Submission

Regardless of the mode of submission, the application package must include all of the following materials. Detailed instructions for each follow this list:

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 included 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. Standard Form (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. EPA Key Contacts Form 5700-54

Complete the form available at http://www.epa.gov/ogd/forms/adobe/5700-54_sec.pdf. There are no attachments. If additional pages are needed, attach these additional pages to your front page in the form of a Word document. Include a header on the additional pages with the form number and your name.

4. Assurances for Non-Construction Programs (SF-424B)

Complete the form. There are no attachments.

5. EPA Form 6600-06, Lobbying Form – Certification Regarding Lobbying

Complete the form. There are no attachments. Disregard the line in the upper right for inserting an EPA Project Control Number.

6. EPA Form 4700-4 – Pre-Award Compliance Review Report

Complete the form. There are no attachments. Applicants can get the form at this link http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf to submit with their application package.

7. Project Application

a. Cover Page (Page 1): The cover page must list the following information with your letterhead:

EPA docket ID number: EPA-OPP-2010-003

Project Title:

Project Coordinator:

Organization Name and Address:

Telephone No.: Fax No.: E-mail Address:

Project Duration (including Starting Date and Ending Date):

First-Year Funding Request:

Subsequent-Year Funding Requests, if applicable:

Total Funding Request (for the entire project):

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

c. Executive Summary (Page 3): The Executive Summary should be a stand-alone document, not to exceed one (1) page, containing the specifics of what is proposed and what you expect to accomplish regarding measuring results or movement toward achieving project goals.

d. Application Narrative (Includes Part I-VI): Parts I-VI listed below **MUST NOT** exceed eight (8) double-spaced pages.

Part I. Project title. Descriptive project title.

Part II. Objectives. A numbered list (1, 2, etc.) of concisely written project objectives. In most cases, each objective can be stated in a single sentence. These objectives should be specific and clearly stated.

Part III. Justification. For each objective listed in Part II above, discuss the potential outcome in terms of impact to pesticide regulatory programs, and environmental and human health protection. This section should be numbered with a justification corresponding to each objective.

Part IV. Background Information. Explain your current state of knowledge and experience related to the purposes and objectives stated in Section I.C.

Part V. Resources. Describe the human resources, potential collaborators, partnerships, coalitions and/or existing networks you offer to increase possibility of project success. State the roles these people or organizations will play in the project.

Part VI. Approach and Methods. Describe in detail how the program will be carried out. Describe how the approach or system that will be used to administer this aerial pesticide applicator training and outreach project cost-effectively and how it will support the program goals. Include a well-conceived work plan that is realistic and appropriate to achieving the identified objectives and that demonstrates the following:

- a. *Expertise in aerial application and spray drift reduction.* The applicant must demonstrate expertise and knowledge of cutting edge aerial pesticide application technology, and awareness of safety issues facing the aerial pesticide application industry.
- b. *Ability to provide comprehensive and up-to-date training program for aerial pesticide applicators.* Applicant must have expertise in providing education, training and other services to meet the needs of the aerial pesticide applicator community. Applicants must demonstrate the capacity of providing comprehensive training including the most recent developments in aerial application technology, federal regulations, and other spray drift mitigation techniques. Applicants must demonstrate the capacity to develop interactive, dynamic training materials.
- c. *Expertise, ability and/or experience in working with local, state, and federal government agencies, subject matter experts, and pesticide regulatory associations in the development of training materials.* In addition to having the technical ability to develop materials, applicants should demonstrate the capacity to coordinate with local, state, and federal government agencies, subject matter experts, and pesticide

regulatory associations in the development of materials to ensure that the most current information related to aerial pesticide application is incorporated.

- d. *Capacity to conduct at least 20 training sessions per year and to train a minimum of 1,200 aerial pesticide applicators per year about pesticide safety in aerial application.* Applicants must demonstrate the capacity to provide a minimum of 20 training sessions per year that reach at least 1,200 aerial pesticide applicators a year. Applicants must also demonstrate how they will measure adoption of safer practices by aerial pesticide applicators as a result of attending the training program.
- e. *Outreach and networking capability.* Applicants must demonstrate expertise in organizing and coordinating conferences, workshops, and other similar events.

Part VII. Performance Measures and Expected Outcomes/Output.

State how you will evaluate, track, and measure the success of the project in terms of measurable environmental results (see Section I.D). You should include performance measures that demonstrate the progress or environmental benefits of the project. At a minimum, all applications should include the following elements for the reporting of project measures:

1. Documentation showing the development of materials for training and education programs for aerial pesticide applicators.
2. Documentation showing increased number of aerial pesticide applicators trained in reducing pesticide risk.
3. Documentation demonstrating coordination with local, state, and federal government agencies, subject matter experts, and pesticide regulatory associations in the development of materials.
4. Capacity to make presentations at a minimum of 20 events for aerial pesticide applicators per year.

A plan for tracking and measuring your progress toward achieving the expected project outcomes and outputs identified in Section I.D.

Part VIII. Programmatic Capability and Environmental Results Past Performance.

Submit a list of 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 performed within the last three years (no more than three agreements, preferably with EPA) and describe:

- a. whether, and how, you were able to successfully complete and manage those agreements; and,
- b. your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported 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.

In evaluating applicants under these factors in Section V, the 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 here in the application and you will receive a neutral score for these factors under Section V (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 in this section, you may receive a score of 0 for these factors.

In addition, provide information on:

- a. your organizational experience and plan for timely and successfully achieving the objectives of the proposed project;
- b. your staff expertise/qualifications and knowledge; and,
- c. other organizational resources, or the ability to obtain them, to successfully achieve the goals of the proposed project.

8. Budget Detail

In addition to the SF-424A form, prepare a detailed, itemized budget, linking the cost of each objective with the budget. Explain the need for funding under each of the appropriate budget categories. Under travel, include the travel location(s), estimated number of trips, estimated total mileage and number of nights' lodging required throughout the entire project period. For guidelines and a sample budget, see <http://www.epa.gov/ogd/AppKit/budget%20sample.pdf>.

NOTE on Management Fees: When formulating budgets for applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

9. Disclosure of Lobbying Activities (SF-LLL), if applicable

Complete the form if your organization is involved in lobbying activities.

10. Negotiated Indirect Cost Rate Agreement

Attach a copy of your organization's Indirect Cost Rate Agreement.

D. 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 cooperative agreement, and which eligible organization(s) will be subawardees of the recipient. Subawards or subgrants must be consistent with the definition of that term in 40 CFR Parts 30.2(ff) and 31.3. The recipient must administer the cooperative agreement, is accountable to the EPA for proper expenditure of the funds and reporting, and will be the point of contact for the coalition. As provided in 40 CFR Parts 30.2(gg) and 31.3, subrecipients or subgrantees are accountable to the recipient or grantee for proper use of EPA funding.

Coalitions may not include for-profit organizations that will provide services or products to the successful applicant. For-profit organizations are not eligible for subawards. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 40 CFR Parts 30 and 31. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in the application. Moreover, the fact a successful applicant has named a specific contractor or consultant in the application EPA approves does not relieve it of its obligation to comply with competitive procurement requirements or consultant compensation limitations.

E. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372 or Section 204 of the Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your application is selected for funding.

F. Allowable Costs

EPA grant funds may only be used for purposes set forth in the assistance agreement, and must be used 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 OMB Circulars A87, A122, and A21 as appropriate.

G. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions thereof that they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. However, competitive applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

H. Pre-application Assistance and Communications

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. Responses to questions will be posted on OPP's web site at <http://www.epa.gov/pesticides/>

I. Contracts and Subawards

1. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?

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. Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. 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 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant 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 application solely based on the firm's role in preparing the application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A133, and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

2. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- a. An applicant's named subawardees/subgrantees identified in the application if the applicant demonstrates in the application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- b. An applicant's named contractor(s), including consultants, identified in the application if the applicant demonstrates in its application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper noncompetitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace. EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the application evaluation process unless the applicant complies with these requirements.

V. Proposal Review Information

The Agency Contact listed in Section VII will send an email acknowledgment to each applicant upon receipt of their application.

Each application that meets the eligibility requirements set forth in Section III.C will be subjected to a technical and programmatic review. The following criteria will be used in the evaluation process:

- A. Application Review.** All applications will first be reviewed for eligibility purposes (see Section III.C) by the Agency Contact listed in Section VII. Eligible applications will be evaluated by a panel of EPA staff using the selection criteria listed below.
- B. Selection Criteria.** Each eligible application will be evaluated according to the criteria set forth below. Applicants should 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.
1. ***Project Goals and Objectives*** – Under this criterion, applicants will be evaluated based on the following:
 - a. Extent to which the goals and objectives are clearly stated and consistent with the goals of this project and the Pesticide Applicator Certification and Training Program (see <http://www.epa.gov/oppfead1/safety/applicators/applicators.htm>) ; (5 points) and
 - b. Extent to which the objectives and justifications describe the impact to national pesticide programs, human health and the environment. (5 points)

(Total = 10 points)
 2. ***Approaches/Methods Proposed to Administer the Program*** – Under this criterion, applicants will be evaluated based on their ability to successfully demonstrate cost-effective Approaches and Methods as outlined in Section IV.C.7.d.Part VI:
 - a. Expertise, ability and/or experience in developing training materials for the aerial pesticide applicator population. (20 points)
 - b. Expertise and experience in presenting training and educational materials to aerial pesticide applicators, including providing information on pesticide safety and reducing spray drift. (10 points)
 - c. Expertise, ability and/or experience in working with local, state, and federal government agencies, subject matter experts, and pesticide regulatory associations in the development of materials. (10 points)
 - d. Ability to train a minimum of 1,200 aerial pesticide applicators each year about pesticide safety and reducing spray drift. (5 points)
 - e. Expertise in organizing and coordinating conferences, workshops, and other similar events. (5 points)

(Total = 50 points)

3. Programmatic Capability and Environmental Results Past Performance

Criterion - Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's:

- a. Past performance in successfully completing and managing the assistance agreements identified in response to Section IV.C.7. Part VIII of the announcement (5 points),
- b. History of meeting the reporting requirements under the assistance agreements identified in response to Section IV.C.7. Part VIII of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (5 points),
- c. Organizational experience and plan for cost-effective, timely and successful achievement of the objects of the proposed project described in Section IV.C.7.d.Part VII (5 points), and
- d. Staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project described in Section IV.C.7.d.Part VII (5 points).

Note: In evaluating applicants under this criterion, EPA will consider relevant 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 this in the application and you will receive a neutral score of these subfactors (items a. and b. 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.

(Total points = 20)

- 4. Environmental Results/Outcomes and Outputs** - Under this criterion, applicants will be evaluated on the effectiveness of the applicants plan for measuring its progress towards achieving expected project outcomes and outputs as outlined in Section I:

Outcomes: The extent to which the application can demonstrate how the following outcomes might be achieved: a. Enhanced capabilities, through an increase of knowledge, to assist aerial applicators in reducing the likelihood of off-target spray drift during application and in adopting practices and technologies to reduce the risk of pesticide exposure to the applicator, the public and the environment; b. Protecting human health

from pesticide risk; and c. Protecting the environment from pesticide risks. (10 points).

Outputs: The extent to which the application can demonstrate how the following outputs might be achieved through a clearly articulated milestone timeline with tasks, anticipated deliverables (outputs), and reporting schedule. (10 points).

(Total Points =20)

C. Selection Official. The final funding decision will be made from the group of top rated application (as determined by the EPA review team) by the Chief of the Certification and Worker Protection Branch, Field and External Affairs Division, Office of Pesticide Programs. In making the final funding decisions, the Selection Official may also consider funding availability and cost effectiveness.

VI. Award Administration Information

A. Award Notices. Once all of the applications have been reviewed, evaluated, ranked and a selection is made, applicants will be notified of the outcome of the competition via email. The notification is not an authorization to begin performance on the selected project. The notice of award sent via U.S. Mail to the applicant's authorized representative and signed by the EPA Award Official is the authorizing document.

The grantee information for the successful application will be posted through the EPA/OPP website at the conclusion of the competition.

EPA reserves the right to negotiate a decrease in the total amount of available funding, partially fund applications, and reject all applications and make no awards.

B. Administrative and National Policy Requirements. The award and administration of the assistance agreement will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements to states, tribes, and local governments set forth at 40 CFR Part 31. In addition, the provisions in 40 CFR part 32 regarding government-wide debarment and suspension, and the provisions in 40 CFR part 40 regarding restrictions on lobbying, apply.

All costs incurred under this program must be allowable under the applicable OMB Cost Circular A-87, 2, for institutions of higher education, hospitals, and other non-profit organizations, CFR Parts 220 and 225. Copies of this circular can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fundraising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 40 CFR Part 34.

Nonprofit applicants that are recommended for funding under this announcement will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of NonProfit Applicants for Managing Assistance Awards' which can be found at http://www.epa.gov/ogd/grants/award/5700_8.pdf. Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Assurance Project Plan (QAPP). This includes efficacy and performance data, surveys and similar results. The award recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPP's can be found at http://www.epa.gov/quality1/qa_docs.html.

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?

If indirect costs are budgeted in the assistance application and the nonprofit organization or educational institute does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate application and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A122, "Cost Principles for NonProfit Organizations" or OMB Circular A21, "Cost Principles for Educational Institutions" within ninety (90) days from the effective date of the award for this assistance agreement.

If a local government does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate application and/or cost allocation plan in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." The local government recipient whose cognizant Federal agency has been designated by the Office of Management and Budget

(OMB) must develop and submit its indirect cost rate application for approval to its cognizant Federal agency within six (6) months after the close of the governmental unit's fiscal year. If the cognizant Federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its application within that period.

EPA awards funds to one eligible applicant as the "recipient" even if other eligible applicants are named as "partners" or "coapplicants" or members of a "coalition" or "consortium". The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. For profit organizations are not eligible for subawards or subgrants under this announcement but may enter into procurement contracts with recipients.

Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their application. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the application EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non profit organizations and governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A133, and the definitions of "subaward" at 40 CFR 30.2(ff) or "subgrant" at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

C. Human Subjects. A grant applicant must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects. These requirements are given in 40 C.F.R. § 26. Studies involving intentional exposure of human subjects who are children or pregnant or nursing women are prohibited by Subpart B of 40 CFR Section 26. For observational studies involving children or pregnant women and fetuses please refer to Subparts C & D of 40 CFR Section 26. U.S. Department of Health and Human Services regulations at 45 CFR § 46.101(e) have long required "... compliance with pertinent Federal laws or regulations which provide additional protection for human subjects." EPA's regulation 40 C.F.R. Part 26 is such a pertinent Federal

regulation. Therefore, the applicant's Institutional Review Board (IRB) approval must state that the applicant's study meets the EPA's regulations at 40 CFR § 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's IRB approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of annual reports

D. Reporting Requirements. The successful applicant will be required to submit quarterly progress reports throughout the duration of the project. Progress reports are due 30 days post each quarter of the project period. Reports should include a description of project activities including accomplishments, successes and lessons learned along with any problems and/or delays. Data on performance measures should be reported in table format whenever possible. Quarterly Financial Status Reports (FSRs) will also be required. A final project report is also required 90 days following the end of the project period according to the same format. All reports can be submitted either electronically or by hard paper copy.

E. Dispute Resolution Process. 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://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the EPA contact listed under section VII.

F. Data Access and Information Release. The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

G. DUNS Number. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>

VII. Agency Contact

If you have questions or need additional information regarding this announcement, please contact:

Michelle DeVaux

EPA Office of Pesticide Programs

One Potomac Yard

2777 S. Crystal Drive

Arlington, VA 22202

Phone: 703-308-5891

Fax: 703-308-2962

email: devaux.michelle@epa.gov

ATTACHMENT A

Grants.gov Application Instructions

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to [download for free on the Grants.gov website](#). For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OPP-2010-003, or the CFDA number that applies to the announcement (CFDA 66.716), in the appropriate field. You may also be able to access the application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **Monday, June 7, 2010, 5:00 pm Eastern Daylight Time.**

Please submit *all* of the application materials described below.

Application Materials

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. Grants.gov Lobbying Form
5. EPA Key Contacts Form 5700-54
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Narrative Proposal-prepared as described in Section IV. C of the announcement
8. Budget Detail (Budget Narrative Attachment Form)-See Section IV.C of the announcement
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Other Attachments, if applicable
11. Other Attachments, if applicable

The application package *must* include all of the following materials:

- 1. Standard Form (SF) 424, Application for Federal Assistance**
Complete the form. There are no attachments.
Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included 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.
- 2. SF-424A, Budget Information for Non-Construction Programs**
Complete the form. 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. If indirect costs are included, 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. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)
- 3. SF-424B, Assurances for Non-Construction Programs**
Complete the form. There are no attachments.
- 4. Grants.gov Lobbying Form – Certification Regarding Lobbying**
Complete the form. There are no attachments.
- 5. EPA Form 5700-54, Key Contacts Form**
Complete the form. There are no attachments.

If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)

- 6. EPA Form 4700-4, Pre-Award Compliance Review Report**
Download and complete the form and attach it to your submission. The form can be downloaded from http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf
- 7. Narrative Proposal**
Prepared as described in Section IV.C.7 of the announcement.
- 8. Budget Detail - Itemized Budget (Budget Narrative Attachment Form)**
Prepare the Detailed Itemized Budget in accordance with the instructions in Section IV.C.8 of the announcement and attach it by clicking on “Budget Narrative Attachment Form” and then “Add Mandatory Budget Narrative.”
- 9. SF-LLL, Disclosure of Lobbying Activities, if applicable**
This form is required if your organization is involved in lobbying.
Complete the form if your organization is involved in lobbying activities.
- 10. Other Attachments Form – Negotiated Indirect Cost Rate Agreement**
Use if indirect costs are included in the project budget.
Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.)
You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.
- 11. Other Attachments Form – Biographical Sketches for the Project Manager(s)**
Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

Application Preparation and Submission Instructions

Documents 1 through 5 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 5, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When

you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document 6 download and attach the form.

For documents 7 and 8, you will need to attach electronic files. Prepare your narrative proposal and budget detail as described in Sections IV.C.7 and IV.C.8 and save the documents to your computer as an MS Word or PDF file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.” Follow the same general procedures for attaching document 8 – the Detailed Itemized Budget – using the “Budget Narrative Attachment Form.”

Documents 9 through 11 are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 9 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 10 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 11 – Biographical Sketches for Project Manager(s). To attach document 10 and document 11, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY10 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 10 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at

a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY10 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY10), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Michelle Devaux (devaux.michelle@epa.gov)

Applications 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 Michelle DeVaux, Grant Program Manager, at (703) 308-5891. Failure to do so may result in your application not being reviewed.