



US Environmental Protection Agency Office of Pesticide Programs

Funding Opportunity Announcement:

**State and Tribal Assistance Grants -
Bed Bug Education/Outreach and Environmental Justice**

Revised October 7, 2010

Funding Opportunity Announcement

State and Tribal Assistance Grants -- Bed Bug Education/Outreach and Environmental Justice

Overview Information

The following list provides key information concerning this funding opportunity:

A. Federal Agency and Office Name:

U.S. Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSP) Office of Pesticide Programs (OPP)

B. Funding Opportunity Title:

State and Tribal Assistance Grants -- Bed Bug Education/Outreach

C. Announcement Type: Request for Applications (RFA) - Initial Announcement

D. Funding Opportunity Number: EPA-OPP-2010-007

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 via Grants.gov on or before on or before 5:00 PM Eastern Standard Time on **Monday, October 18, 2010**. If you do not have internet access, please contact the person listed as the Agency Contact in Section 7 of this document for an alternate submission option. EPA will not accept applications submitted via fax, email, or 1st Class Mail delivery by U.S. Postal Service.

Brief Description

The Office of Pesticide Programs, within EPA's Office of Chemical Safety and Pollution Prevention (OCSP), is soliciting applications for states and tribes to strengthen their ability to address bed bug infestations in communities disproportionately exposed to environmental harms and risks. The projects supported through these grants are designed to build broad, results-oriented partnerships for education and outreach programs to reduce bed bug infestations in communities disproportionately exposed to environmental harms and risks. Awards are intended to support a diverse set of outreach and education projects and are designed to be replicable in other communities facing similar challenges.

This announcement provides qualification and application requirements to those interested in submitting applications for fiscal year 2010. EPA anticipates that approximately \$550,000 will be available under this announcement, depending on Agency funding levels and other applicable considerations. The federal portion for each assistant agreement is anticipated to range between \$50,000 and \$200,000. The number of awards to be made under this announcement will depend on individual costs, the availability of funds, and the quality of applications received. The project period of performance is limited to two years from the award date.

I. Funding Opportunity Description

A. History

The State and Tribal Assistance Grants are intended to support/produce model State activities that lead to measurable environmental or public health results in communities disproportionately burdened by environmental harms and risks by leveraging or utilizing the existing resources or assets of state agencies.

Although bed bugs are not known to vector disease, bed bugs still can be a significant public health problem. Bed bugs cause a variety of negative physical, mental and economic health consequences. Many people have mild to severe allergic reaction to the bites, with reactions ranging from none to a small bite mark to, in rare cases, anaphylaxis. These bites are also responsible for numerous secondary infections such as impetigo, ecthyma, and lymphangitis. Mental health effects from bed bug infestations include anxiety, insomnia, or worsening of an existing mental health condition.

Economically, bed bug infestations are also a burden on society. Although the exact dollar amount is not known, the economic losses from health care, lost wages and lost productivity can be substantial. The cost of bed bug eradication may be significantly more than that of other pests since bed bug control usually requires multiple visits by a licensed pest control operator. The cost of treating multi-unit dwellings is exponentially more than treating single-family units.

An Integrated Pest Management (IPM) approach is the most effective means of controlling bed bugs. A well designed IPM program will incorporate surveillance, modification of the environment to make it less hospitable to bed bugs (remove clutter, encase bedding, thorough cleaning of areas with evidence of bed bugs), and selective chemical or non-chemical treatments to kill bed bugs. However, an IPM program on a community-wide scale requires active participation from residents to be successful.

Bed bug programs developed by communities are as varied as the communities themselves. Examples of community-driven initiatives include:

- Passing local legislation to clarify who is responsible for pest control, successfully addressing the landlord/tenant issues;
- Creating extensive education programs to alert the public to the issue, help them identify the pest and sources of help for obtaining effective control; and
- Using dogs to identify bed bug infestations in multi-unit or public housing, which is more effective and less costly than using human inspectors.

In April of 2009 EPA conducted a National Bed bug Summit, attended by over 350 stakeholders (231 in person and 138 via webinar). Stakeholders attending the Summit included: departments of public health, researchers, pest control professionals, and community advocates. EPA has been implementing a number of recommendations from the Summit, including: creating an interagency taskforce to coordinate actions on the federal level, developing a web page dedicated to bed bug control (see

<http://epa.gov/pesticides/controlling/bedbugs.html>), and making funds available to encourage control in communities with serious infestations.

The Summit received significant media attention and increased the public's awareness of bed bugs while presenting an opportunity for attendees to network and collaborate on a national level. Many communities, though geographically quite distant and distinct, may face similar problems when controlling bed bugs. By effectively networking and collaborating, these communities can learn from each other's successes and failures, which could result in improved control of bed bugs and conservation of valuable limited health resources.

Because resources are increasingly scarce, it is crucial that all facets of government, industry, and academia work together efficiently. Effective bed bug control takes active participation and cannot be done in isolation, especially when multi-unit housing is involved. Collaboration and communication among all stakeholders are critical to minimizing cost and maximizing control at the community level.

Through this announcement, EPA is making funds available for the first time to facilitate this interaction and collaboration. Projects funded through this announcement should provide models and examples of outreach and education programs that can be used by other communities in their fight against bed bugs.

B. Authority

EPA expects to award assistance agreements under the authority provided in Section 20 of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA, 7 U.S.C. 136r) which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies.

Regulations governing assistance agreements are found at 40 CFR part 30 for institutions of higher education, colleges and universities, and non-profit organizations; and 40 CFR part 31 for States and local governments. In addition, the provisions in 2 CFR Part 180 governing government-wide debarment and suspension; and the provisions in 40 CFR part 34 regarding restrictions on lobbying apply. All costs incurred under this program must be allowable under the applicable OMB Cost Circulars: A-87 (Cost Principles for States, Local and Indian Tribal Governments) located in 2 CFR Part 225; A-122 (Cost Principles for Non-Profit Organizations) located in 2 CFR Part 230; or A-21 (Cost Principles for Educational Institutions) located in 2 CFR Part 220. Copies of these circulars 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, assistance agreements or contracts). See 40 CFR Part 34.

C. Program Description

1. Purpose and Scope.

The grants awarded under this announcement will provide financial assistance to eligible applicants to carry out projects that focus on bed bug control efforts in communities that have been disproportionately impacted by environmental harms and risks. Awards are intended to support a diverse set of education and outreach projects. Such awards include:

- a. Collaborating with, supporting and empowering communities that are working on a local solution to bed bug control;
- b. Demonstrating how the applicant will collaborate with other stakeholders (e.g., community-based organizations, environmental groups, businesses, industry, Federal, tribal, state and local governments, and academic institutions) to realize their project goals and objectives;
- c. Documenting results of intervention efforts with some measurement of infestation rates both before and after intervention (this grant cannot fund the actual intervention efforts);
- d. Increasing adoption of new and innovative biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods;
- e. Including methods for documenting new and innovative IPM adoption or the reduction of risks associated with changes in pesticide use;
- f. Exchanging information from grantee to other communities which may have similar problems with bed bug control.

2. Goals and Objectives.

The goals of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) State and Tribal Assistance Grant (STAG) Program are to assist states, including the District of Columbia, territories, the District of Columbia and Indian tribes:

- a. In developing and maintaining comprehensive pesticide programs that address all aspects of pesticide enforcement and special pesticide initiatives
- b. Sponsoring cooperative surveillance, monitoring and analytical procedures
- c. Encouraging regulatory activities within the states and tribes
- d. Achieving measurable and meaningful environmental and/or public health results in communities;
- e. Building broad and robust, results-oriented partnerships, particularly with community organizations within affected area;
- f. Piloting activities in specific communities to create models, which can be expanded or replicated in other geographic areas.

3. Samples of Activities to be Funded:

The activities conducted under this assistance agreement will target populations struggling to control bed bug infestations. Some examples of activities to be included in this program are:

a. An existing effective method/model of program implementation using education and outreach to incorporate aspects of bed bug control techniques into settings where these techniques have not yet been introduced. Settings should include communities with environmental justice concerns.

-The model should emphasize methods to sustainably control and monitor for bed bugs

-Utilize best practices identified in existing literature

-Introduce bed bug control methods that are expected to result in systematic change

-Provide ongoing technical assistance to practice sites

b. Conduct training for residents, landlords, property management, pest management professionals, community advocates and other stakeholders. Training on the risk and prevention of pesticide exposure for residents may also be included.

-Develop/continue development of training and resource materials needed to effectively recognize, manage and prevent bed bug infestations. Provide access to these tools and resources.

- Include resident education and outreach strategies in training

c.. Promote and provide access to relevant materials, tools and best practices generated through trainings, publications, outreach literature, and presence at relevant regional and national meetings providing opportunities for communication with stakeholders regarding bed bugs.

d. Organize/attend strategic meetings, collaborate with and partner with residents, landlords, property management, pest management professionals, community advocates and other stakeholders to formulate sustainable networks and expand impact/awareness of bed bugs.

e. Generate a toolkit reviewing the methods, successes and challenges to bed bug control, along with opportunities for improvement and sustainability, which can be used by stakeholders and the Agency for further development of bed bug control programs.

f. Establish a mechanism for disseminating materials generated with this funding to a wider area of communities.

D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.

1. Linkage to EPA Strategic Plan/GPRA Architecture.

These assistance agreements will support EPA Strategic Plan Goal 4, Healthy Communities and Ecosystems; Objective 4.1: Chemical, Organism and Pesticide Risk; Program/Project 09 – Categorical Grant: Pesticide Program Implementation. To see EPA's 2006-2011 Strategic Plan visit: <http://www.epa.gov/ocfo/plan/plan.htm>.

2. 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 the expected agreements may include: (1) educational and outreach materials; (2) legislative proposals to clarify responsibility for infestation control (landlord, tenant or department of public health, or other entity); (3) training program for landlords, property managers, residents, pest management professionals or other stakeholders; (4) partnerships established between government and non-government programs to provide reduced risk/IPM programs. Any education, outreach or training materials created under this agreement should be available and in a format that is readily accessible to other communities.

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

Expected outcomes from this program include, but are not limited to the following: (1) a reduction in the extent of bed bug infestations; (2) an increase in the number of property managers and residents using prevention techniques to reduce new bed bug infestations; (3) an increase in the number of property managers and residents using reduced risk/IPM tools and techniques; (4) a reduction in risks from exposure to pesticides through implementation of proven reduced risk approaches to pest management; (5) a business case that supports the adoption of a reduced risk pest management strategy; and (6) increased partnerships between stakeholders, producers, EPA, other federal/state/local agencies to implement reduced risk/IPM programs or achieve quantitative and qualitative benefits to human health, environment and communities due to the adoption of reduced-risk IPM and bed bug control efforts.

II. Award Information

A. Amount of Funding Available

The Office of Pesticide Programs anticipates having approximately \$550,000 in 2010 to award to eligible applicants. The maximum funding level is \$200,000 per project. The project period of performance is limited to two years.

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 assistance agreements (cooperative agreements) according to FIFRA Section 20. If awards are in the form of cooperative agreements, there will be substantial involvement between the EPA Project Officer and the selected applicants 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. reviewing and commenting on reports prepared under the cooperative agreement.

D. Total Number of Awards

The number of awards to be made under this announcement will depend on individual application costs, the availability of funds, and the quality of applications received.

Applications to supplement existing projects are eligible to compete for new awards.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete 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 the application or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

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.

E. Start Date/Project Duration

The estimated project period for awards resulting from this solicitation will begin in October 2010. Proposed project periods may be up to two (2) years.

F. Disclaimer

EPA reserves the right to reject all applications and make no awards under this announcement, or make fewer awards than anticipated.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants include the 50 States, District of Columbia, U.S. Virgin Islands, Commonwealth of Puerto Rico, any territory or possession of the United States, any agency or instrumentality of a state including state universities, and all federally recognized Indian tribal governments.

B. Cost Sharing/Matching

Matching funds are not required. Although cost sharing/matching is not required as a condition of eligibility under this competition, under Section V.B.4 (Leveraging and Sustainability) of this announcement EPA will evaluate applications based on a leveraging criterion. Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the application (see Section IV). Leveraged funds and resources may take various forms as noted below.

--**Voluntary cost share** is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share must include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.

- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

--Other leveraged funding/resources Other leveraged funding – that is not identified or included as a voluntary cost share is different in that: While the recipient expects that it will have additional funds or resources besides the EPA, grant funds to support or perform the project, it does not generally legally breach the agreement if the expected funds or resources do not materialize. Notwithstanding this, if the applicant's proposed leveraging commitment was evaluated and influenced the selection decision, then the applicant is expected to produce the leveraging during grant performance. Accordingly, while this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's application. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their applications. EPA should evaluate the strength of the leveraging commitment, the type and amount of proposed leveraging, and the likelihood it will materialize and award points accordingly. If there are questions as to its viability and whether the applicant can produce the proposed leveraging during grant performance then this should be documented and the score for the leveraging factor should be reduced.

C. Threshold Eligibility Information

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. The maximum funding level requested for a project must not exceed \$200,000.
3. The proposed project period of performance must not exceed two years.
4. Applications must be submitted through Grants.gov on or before 5:00 PM Eastern Standard Time on **Monday, October 18, 2010**. Applicants should confirm receipt of their application with Susan Jennings as soon as possible after the submission deadline – failure to do so may result in your application not being reviewed.
5. Applications received after the submission deadline will be considered late and will not be considered for funding unless the applicant can clearly demonstrate that it was late because of technical problems associated with Grants.gov.
6. 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 page limitations are established in Section IV with respect to the narrative application, pages in excess of the page limitation will not be reviewed.
7. EPA will consider only the first application submitted by each individual investigator. Applications from different investigators within the same organization are acceptable.

8. Proposed projects **MUST** have the following measures:
 - i. Number of housing units impacted by the project, including units treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.

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. If you do not have internet access, please contact the person listed as the Agency Contact in Section VII of this document for an alternate submission option.

B. How to Submit Application Package

Applicants must submit their applications electronically via Grants.gov. EPA will no longer consider electronic submission via e-mail. Applicants must submit a complete, detailed application package to include all of the documents described in Section IV.C. below.

1. Grants.gov Submission

Applicants must send their application electronically 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 an application through <http://www.grants.gov>.

If you have not received a confirmation of receipt from EPA within 5 business days after the application submission deadline, please contact the EPA Contact listed in Section VII of this announcement. Failure to do so may result in your application not being reviewed.

C. Content of Application Submission

The application package must include all of the following materials. 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 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. 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 Form 5700-54, Key Contacts

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. SF-424B, Assurances for Non-Construction Programs

Complete the form available at http://www.epa.gov/ogd/forms/adobe/SF424B_sec.pdf. There are no attachments.

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

Complete the form available at http://www.epa.gov/ogd/AppKit/form/Lobbying_sec.pdf. 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 available at http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf. There are no attachments.

7. Project Application

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

- EPA docket ID number: EPA-HQ-OPP-2010-007
- Project Title:
- Project Coordinator:
- Organization Name and Address:
- Telephone No.: Fax No.: Email Address:
- Project Duration (including Starting Date and Ending Date):
- First Year Funding Request:
- Second Year Funding Request, if applicable:
- Total Funding Request (for the entire project):
- Indicate if this application is for new activities connected with a previously EPA funded project. If yes, please provide the following:
 - EPA Assistance Number: _____
 - Budget Period of 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). Stand-alone, one page document that concisely explains the program objectives, outputs, and outcomes of the

proposed project. It must also include an assurance that the eligibility factors, as listed in Section III (Eligibility Information), are addressed in the application.

- d. **Project Narrative (10 pages or less).** The description shall contain the Parts I – VI as identified below.

The project narrative must be 10 pages or less typewritten on 8.5 x 11 inch paper, single spaced. The project narrative must contain the following information in the sequential order shown:

Part I. Project title

Part II. Summary & Approach. 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. Affected Community and Environmental and Public Health Information (approximately 2 pages).

Please describe the following:

- The affected community that you work directly with, or provide services to;
- The extent of bed bug infestations in the community;
- How the affected community is disproportionately impacted by environmental harms and risks; and
- How the affected community will benefit from the results of your project.

You must include relevant information such as demographics, geographic location, and community history.

Part IV. Organization's Historical Connection to the Affected Community (approximately 1 page). Describe the following:

- The history of your organization's involvement with the affected community, including the length of your involvement and how you became involved;
- How you have worked with the affected community's residents and/or organizations to address local environmental and public health issues;
- How the affected community residents and/or organizations are part of your decision-making process;
- How your efforts have increased the community's capacity to address local environmental and public health issues; and
- How you maintain and sustain an ongoing relationship with the affected community's residents and/or organizations.

Part V. Organizational Capacity (approximately ½ page). Please provide the following information:

The organizational and administrative systems (e.g., accounting programs) that you have in place that will be used to appropriately manage, expend, and account for Federal funds;

- How you have successfully managed these projects in the past;

- How you plan to effectively manage and successfully complete this proposed project; and
- If you have been a recipient of an EPA and/or other Federal grant/cooperative agreement in the last five years, please indicate your past performance in meeting reporting requirements (e.g., progress reports, financial status). Please also include the name of the Project Officer overseeing the grant/cooperative agreement and the assistance agreement number associated with the project(s);

If you do not have prior experience in managing federal funds please indicate this in the application, you will receive a neutral score in this area. Failure to do so will result in receiving a score of **0** for this element

Part VI. Project Description (approximately 4 to 5 pages).

The Project Description is your opportunity to describe your project goals and how you will meet them. It **MUST** address the following items:

1. **A concise description of the activities the project will undertake during the year to examine and address the bed bug issue(s), e.g., training, education/outreach programs, capacity-building efforts, etc. Please describe the following:**
 - The local environmental and public health results your projects seeks to achieve; and
 - How your project will achieve these results.
2. **A concise description of how you and your partner(s) will work together during the year to address the local bed bug issue. Please describe the following:**
 - The role of your partner(s) in addressing the bed bug issue; and
 - The nature of the organization, and what resources it brings to the partnership, how it has a vested interest in working with this partnership [other than just getting income], commitments made, and specific activities it will be responsible for; and
 - How you plan to maintain and sustain the partnerships.

Part VII. Qualifications of the Principal Investigator or Project Manager (PI/PM) (approximately 1 page). Please describe the following:

- Why the PI/PM is qualified to undertake the project;
- How the PI/PM has ties to the community and/or organization; and
- Past activities that the PI/PM has worked on with the community.

Part VIII. Quality Assurance Project Plan (QAPP) Information (1 to 2 sentences). Please describe the following:

- Indicate whether you believe that your project will involve the use of existing environmental data or the collection of new data (use the checklist in Appendix I to assist you in making this determination). For

more information about Quality Assurance Project Plans, please consult the following website <http://www.epa.gov/quality/qs-docs/g5-final.pdf>.

You are not required to develop a QAPP at this point. You are only being asked to determine whether or not you will need a QAPP if your project is selected for funding.

Part IX. Outreach and Transferability

Describe the applicant's history of working with stakeholders on pesticide risk reduction projects. Describe how the project will be promoted to ensure project information and outcomes are clearly presented and reach the intended audience.

Part X. Leveraging and Sustainability

Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

Describe how the project efforts may continue after EPA funding ends. Describe to the greatest extent possible how information and outcomes from the project may be useful to other locales, commodities, or other audiences.

Part XI. Performance Measures and Expected Outcomes and Outputs

State how you will evaluate the success of the program in terms of **measurable environmental results and your plan for tracking and measuring the outputs/outcomes.** (See Section I. D.) The application narrative should include **performance measures** that demonstrate the progress or environmental benefits of the project. Any project surveys are required to provide measurable outputs and outcomes. Outputs and outcomes should be clearly listed in a table format and the applicant must describe their approach for measuring their progress towards achieving the expected project outputs and outcomes. Include specific milestones and how you will measure improvements to human health, the ecosystem, or quality of life. In addition to the performance measures listed in Section V (Selection Criteria), all applications and reports (progress and final) **MUST** also include the following elements for reporting of project measures:

- For projects addressing control in residential setting, number of housing units impacted by the project under management that include pesticide risk reduction practices. If applicable, include those units treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
- For projects not involved in direct control, an appropriate measure of the impact of the project (i.e. students, teachers and staff impacted by an IPM in schools project; children impacted by a daycare center project).

- Percent reduction or pound per unit of measure (e.g., square foot) reduction expected in the use of highly toxic active ingredients and/or pesticide products.
- For projects involving *training*, possible outputs are the number of people trained and/or the number of training sessions held. Possible outcomes are the number of people who increase their awareness of the environmental and public health issue(s) and/or the number of people who adopt or change certain behaviors to reduce their exposure to environmental hazards as a result of the training.
- For projects involving *meetings or forums*, an output may be the number of people attending the meetings or forums, the number of meetings or forums held, and any product (strategy or outreach plan, brochure, pamphlet, etc.) that was produced as a result of the meeting or forum. If your proposed project wants to affect change among the participants in the meeting or forum, possible outcomes are the number of meeting or forum attendees who have increased awareness of the environmental and public health issue(s) or the number of meeting or forum attendees who adopt or change certain behaviors as a result of the meeting or forum.
- If the purpose of the meetings or forums is to develop a product (strategy or outreach plan, brochure, pamphlet, etc.) in order to reach a target population, e.g., people, businesses, organizations, etc. outside of the meeting or forum attendees, a possible outcome may include the number of those in your target population who have made changes as a result of the implementation or dissemination of the product.

When developing performance measures, it's important to consider the following:

- What are the measurable short term and longer term results the project will achieve?
- How will my project measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

In order to determine whether your project has achieved its intended outputs and outcomes, you will need think about what your data source will be (e.g., people, existing records, observation, etc.) and how you will collect the data (e.g., observing behavior changes, administering pre- and post-tests). You will need to do this for each performance measure you develop. For example, for projects involving training, the possible source for your data would be the participants who receive the training and a possible way to collect data would be administering pre- and post-tests to training participants to measure their changes in attitude or increased knowledge. A follow-up survey could be conducted at a later point in time to measure any behavior changes as a result of the training. You will need to think carefully about your data collection process in order you get quality information from your project and to achieve your projects' intended results.

All applications and reports (progress and final) **should** include the following elements for the reporting of project measures (see section IV. 3. Reporting Requirements):

- i. Documentation on improving the knowledge base of target audience on alternative and integrated pest management techniques.
- ii. Performance measures on the economic viability of adoption by the target audience are encouraged.
- iii. Evidence that the applicant expects to partner with others and/or encourage favorable attention to the project with media releases or other outreach activities.
- iv. Data on performance measures should be reported in table format whenever possible. Related and supportive scientific publications can be attached.

If you choose to use additional unique performance measures, they must be clearly described and submitted as part of the application. If your project is selected for funding, measures included in your application may be subject to negotiation. Be sure to describe the method you will use to attain data to support the measures indicated.

Part XII. 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 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 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, 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.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

8. Budget Narrative Attachment Form (Budget Detail):

In addition to the SF-424A form, prepare the 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. Include information on other funding sources (leverage funds), if any. Describe how leveraged resources will be obtained and what role EPA funding will play in the overall project. Attach the form by clicking on "Budget

Narrative Attachment Form” and then “Add Mandatory Budget Narrative.” (See Application Preparation and Submission Instructions below for more details.)

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 applicants 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)

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

10. Application Appendices

These appendices must be included in the grant application. Continue page numbering as appropriate after Part IX.

- a. **Appendix A. Literature Cited.** List cited key literature references alphabetically by author.
- b. **Appendix B: Timetable.**
Provide a timetable that includes what will be accomplished under each of the objectives during the project and when completion of each objective is anticipated.
- c. **Appendix C: Letters of Support.** Letters of support from collaborators, indicating their contributions to the project, should be provided.

11. Negotiated Indirect Cost Rate Agreement (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.

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 grant. Coalitions must identify which eligible organization will be the recipient of the cooperative agreement, and which eligible organization(s) will be sub-awardees of the recipient. Sub-awards or sub-grants 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, sub-recipients or sub-grantees 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 sub-awards. 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 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 Circular A-87 (Cost Principles for States, Local and Indian Tribal Governments) located in 2 CFR Part 225; A-122 (Cost Principles for Non-Profit Organizations) located in 2 CFR Part 230; or A-21 (Cost Principles for Educational Institutions) located in 2 CFR Part 220.

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/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 A-133 , 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 non-competitive 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. Application Review Information

Only eligible entities whose applications meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should 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	Maximum Points per Criterion
<p>Programmatic Capability and Environmental Results Past Performance. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account (2 points each) :</p> <ol style="list-style-type: none"> 1. Their past performance in successfully completing and managing 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 performed within the last 3 years. 2. their history of meeting reporting requirements under 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 performed within the last 3 years and submitting acceptable final technical reports under those agreements. 3. the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. 4. their organizational experience and plan for timely and successfully achieving the objectives of the proposed project. 5. their staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. <p>Note: In evaluating applicants under this criterion, 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). Applicants with no relevant or available past performance or reporting history (items i, ii, and iii above), will receive a neutral score for those elements of this criterion.</p>	<p>10 points total</p>
<p>Community and Environmental and Public Health Information. You will be evaluated on your ability to clearly describe the local bed bug situation and the community that is impacted. This will be determined through your description of the following areas (Maximum of 3 points each):</p> <ol style="list-style-type: none"> (1) the extent of local bed bug infestation that you seek to address; (2) the results your project seeks to achieve in addressing the bed bug situation; (3) the affected community that you work directly with, or provide services to and how the affected community is disproportionately impacted by environmental harms and risks; (4) extent to which you plan to reach your target audience; and (5) how the affected community will benefit from your project’s intended local environmental and public health results. 	<p>15 points total</p>

<p>You must include relevant information such as demographics, geographic location, and community history.</p>	
<p>Environmental Justice Impacts. Under this criterion, the Agency will evaluate the extent to which the proposed project helps to promote addressing environmental justice issues and concerns (See Section I) including how it will help to minimize and/or reduce exposures and negative impacts of bed bug infestations to communities, including but not limited to minority, low-income, and tribal communities, that the applicant can demonstrate are more likely to be adversely affected (e.g., reduced ability to control infestations) by bed bugs than other communities.</p>	<p>10 points total</p>
<p>Organization’s Historical Connection to Affected Community. You will be evaluated on your ability to demonstrate a strong connection between your organization and the affected community. In scoring this section, reviewers will consider the strength of the organization’s historical involvement with the affected community and the on-going communications between you and the affected community residents and/or organizations. In addition, reviewers will consider the extent of the affected community’s active participation in the project and in the decision-making process. This will be determined through your description of the following areas (Maximum of 2 points each):</p> <p>(1) history of your organization’s involvement with the affected community, including duration of involvement and circumstances that led to your involvement;</p> <p>(2) how you have worked with the affected community’s residents and/or organizations to address local environmental and public health issues;</p> <p>(3) how the affected community’s residents and/or organizations are part of the decision-making process;</p> <p>(4) how your efforts have led to increased capacity on the part of local community-based organizations to address local environmental and public health issues; and</p> <p>(5) how you maintain and sustain an ongoing relationship with the affected community’s residents and/or organizations.</p>	<p>10 points total</p>
<p>Clearly Stated and Measurable Objectives. Under this criterion, applicants will be evaluated based on their clarity and ability to explain the project objectives and the degree to which the proposed project will increase implementation of reduced-risk IPM programs and increase adoption of reduced-risk alternatives and/or sustainable integrated pest management methods. Include a clear explanation of the methods (both quantitative and qualitative) that will be used to measure progress and impacts. In addition to effect on bed bug infestations, measures of success should be linked to reduction of pesticide risks, implementation of alternative pest management practices, and/or similar impacts. Include a clear description of a mechanism for disseminating materials generated with this funding to a wider area of communities.</p>	<p>15 points total</p>
<p>Project Description and Methodology. You will be evaluated based on the activities and methods used in the project for meeting proposed objectives and outcomes. This includes the ability to combine disciplines and conduct sound project management and how you and your partner(s) will work together to address the local bed bug issue. It is important to provide focus and succinct descriptions, rather than trying to address too many issues. You will be evaluated on the clarity of your write-up in addressing the following areas (Maximum of 4 points each):</p> <p>(1) the local environmental and public health results your projects seeks to achieve;</p> <p>(2) how your project will achieve these results;</p> <p>(3) the role of your partner(s) in addressing the local environmental and public health issue(s) and how you plan to maintain and sustain the partnerships;</p> <p>(4) the nature of the organization, what resources it brings to the partnership, how it has a vested interest in working with this partnership [other than just getting income], commitments made, and specific activities it will be responsible for; and</p> <p>(5) qualifications of principal investigator/project manager, which will be determined through your description of why the PI/PM is qualified to undertake the project, how</p>	<p>20 points total</p>

the PI/PM has ties to the community and/or organization; and past activities that the PI/PM has worked on with the community.	
Project Performance Measurement/Outcomes (Medium and Long-term outcomes). Under this criterion, applicants will be evaluated on their likelihood of achieving predicted environmental results, expected outcomes, project goals, and produce on-the-ground, quantifiable environmental change, as well as the plan for tracking and measuring progress towards achieving the expected outputs and outcomes including those identified in Section I. Applicants will also be evaluated on the likelihood that their project will benefit other communities facing similar bed bug infestation and control problems.	20 points total
Total Maximum Points Available	100

B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in Section III. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each application will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Selection Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Selection Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. Award Administration Information

A. Award Notices. Once all of the applications have been reviewed, evaluated, ranked and selected, 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(s). 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.

A listing of successful applications will be posted on the EPA website (<http://www.epa.gov/pesp>) 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 these assistance agreements 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 provision in 40 CFR part 32, governing 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. 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 fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 40 CFR part 34.

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/R-5: 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 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 non-profit 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 A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "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 proposal 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 proposal 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 proposal within that period.

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 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 A-133, 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 recipient 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. For observational studies involving children and/or pregnant women, please refer to Subparts B & D of 40 C.F.R. 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant’s Institutional Review Board’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(s) 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. Environmental outcomes should be indicated in relation to the approved schedule and milestones. Data on performance measures should be reported in table format whenever possible. Quarterly Financial Status Reports (FSR’s) 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. Related published reports and research publications on the project with analytical data should be attached when applicable. 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>

H. Quality Assurance Requirements. 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 must be prepared in accordance with EPA QA/R-5: 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 found at http://www.epa.gov/quality1/ga_docs.html.

I. Animal Welfare. A grant recipient must agree to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 U.S.C. 2131-2156. The recipient must also agree to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training." (50 Federal Register 20864-20865 (May 20,1985))

J. Subaward and Executive Compensation Reporting. Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at 2 CFR Part 170, unless they qualify for an exception from the requirements, should they be selected for funding.

K. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements. Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. 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>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

VII. Agency Contact

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

Susan Jennings

EPA Office of Pesticide Programs
1200 Pennsylvania Avenue, NW (7505P)
Washington, DC 20460

Phone: 706-355-8574

Fax: 706-355-8744

e-mail: Jennings.susan@epa.gov

All questions or comments must be communicated in writing via postal mail, fax or email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at <http://www.epa.gov/pesticides/grants/grant-competition-questions.html>.

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-2010-007, 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, October 18, 2010, by 5:00 PM Eastern Standard Time.** Please submit *all* of the application materials described below.

Application Materials

The following forms and documents are required under this announcement:

1. SF-424, Application for Federal Assistance
2. SF-424A, Budget Information for Non-Construction Programs
3. EPA Form 5700-54, Key Contacts
4. SF-424B, Assurances for Non-Construction Programs
5. EPA Form 6600-06, Lobbying Form - Certification Regarding Lobbying
6. EPA Form 4700-4, Pre-Award Compliance Review Report
7. Project Narrative - prepared as described in Section IV.C.7 of the announcement
8. Budget Narrative - prepared as described in Section IV.C.8 of the announcement
9. SF-LLL, Disclosure of Lobbying Activities
10. Appendix A - Timetable
11. Appendix B – Resumes
12. Appendix C – Negotiated Indirect Cost Rate Agreement, 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 7 below.)

3. EPA Form 5700-54 - Key Contacts

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. SF-424B, Assurances for Non-Construction Programs

Complete the form. There are no attachments.

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

Complete the form, available at http://www.epa.gov/ogd/AppKit/form/Lobbying_sec.pdf, if your organization is involved in lobbying activities. 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 available at http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf. There are no attachments.

7. Project Narrative

Prepared as described in Section IV.C.7 of the announcement.

8. Budget Narrative

Prepare the budget narrative 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.” If indirect costs are included in the project budget, you must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package. (See instructions for document 7 below.)

9. SF-LLL, Disclosure of Lobbying Activities

Complete the form if your organization is involved in lobbying activities. There are no attachments.

10. Other Attachments Form - Appendix A – Timetable

Prepared as described in Section IV.C.5 of the announcement. Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the timetable.

11. Other Attachments Form - Appendix B – Resumes

Prepared as described in Section IV.C.6 of the announcement. Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the resumes.

12. Other Attachments Form – Appendix C - Negotiated Indirect Cost Rate Agreement

If indirect costs are included in the project budget, you must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package. 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.)

Application Preparation and Submission Instructions

Documents 1 through 12 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1, 2, 4 and 9, 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 documents 3, 5, 6, 7, 8, 10, 11, and 12, you will need to attach electronic files. For document 7, prepare your project narrative as described above and save the document to your computer as an MS Word or PDF file. When you are ready to attach your project narrative to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your application (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 application, 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 3 – EPA Form 5700-24 (Key Contacts), document 5 – EPA Form 6600-06 (Lobbying Form – Certification Regarding Lobbying), document 6 – EPA Form 4700-4 (Pre-Award Compliance Review Report), document 8 - Budget Narrative, document 10 - Timetable – using the “Timetable Attachment Form;” and document 11 – Resumes – using the “Resumes Attachment Form.”

Document 12 is listed in the “Optional Documents” box, but *please note that this so-called “optional” document must also be submitted as part of the application package, if applicable to your organization.* You are required to submit document 12 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. To attach document 12, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the document, please remember to highlight the “Other Attachments Form” and click

“Move Form to Submission List” in order to move the document 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>.

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 5 days of the application deadline, please contact the appropriate Regional PESP Contact listed in Section VII.B. Failure to do so may result in your application not being reviewed.