



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

**Funding Opportunity Announcement:**

**Pesticides and National Strategies for Healthcare  
Providers, Clinical Training Program**

**June 9, 2010**

**5/20/10**

## **Funding Opportunity Announcement**

### **Pesticides and National Strategies for Healthcare Providers, Clinical Training Program**

#### **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:**

Pesticides and National Strategies for Healthcare Providers, Clinical Training Program; Request for Applications (RFA)

#### **C. Announcement Type:**

Initial Announcement

#### **D. Funding Opportunity Number:**

EPA-OPP-2010-004

#### **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, July 26, 2010**.

Hard copy applications via express delivery only (e.g., FedEx, UPS, etc.) must be received by Emily Selia on or before 5:00 PM Eastern Daylight Time on **Monday, July 26, 2010**. EPA will not accept applications submitted via fax or 1<sup>st</sup> 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 build upon the success of the current clinical component of the National Strategies for Health Care Providers: Pesticide Initiative (HCI), (<http://www.epa.gov/oppfead1/safety/healthcare/healthcare.htm>) by expanding the reach of the initiative to additional healthcare practice sites and by continuing to train practicing clinicians and other stakeholders in the agricultural and medical community on the recognition and management of pesticide related health conditions.

This program is intended to further the goals of the HCI, by providing quality training to healthcare providers, emphasizing the need for reporting of suspected pesticide poisonings to support stronger surveillance systems, and forming sustainable networks for sharing information between clinicians in the field, the agricultural community and subject matter experts in the areas of environmental and occupational health.

In recognizing the significant need still existing in the farmworker community for access to quality healthcare, the funded program will focus its efforts on training clinicians serving the farmworker community. Efforts will target improving care of farmworkers and may include their families, as this community is generally understood to be medically underserved and therefore at greater likelihood to have exposure incidents and illnesses go undetected.

Target audiences for the training and related technical assistance are doctors (primary care and specialist), nurses, physician assistants, nurse practitioners, emergency response personnel and other clinical staff, in their practice settings. Healthcare settings targeted for training and assistance will have a significant focus on serving farmworkers, handlers, and crew leaders, along with applicators, farmers, and other members of the agricultural community at potential risk of pesticide exposure. Additional outreach on the recognition and management of pesticide related health conditions may also target these broader audiences in the agricultural community.

This announcement provides qualification and application requirements to those interested in submitting applications for fiscal year 2011. 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 funding available for award in FY 2011 is expected to be approximately \$200,000. At the conclusion of the first one year period of performance, incremental funding of up to \$200,000-\$250,000 may be made available for each additional year allowing the project to continue for a total of five (5) periods of performance (approximately 5 years) and a total of up to \$1,200,000 for the five-year period, depending on need and the Agency budget in outlying years.

## **I. Funding Opportunity Description**

### **A. History**

The revised agricultural worker protection regulation, issued in 1992 and fully implemented in 1995, was designed to reduce pesticide exposure to agricultural workers, mitigate exposures that may occur, and inform agricultural employees about the hazards of pesticides (<http://www.epa.gov/pesticides/health/worker.htm>). The regulation mandates that farmworkers and pesticide handlers be given pesticide safety training about the health effects of pesticide exposure and the need to get medical treatment for such effects. Following requests by organizations, such as the American Medical Association, to support improved strategies for healthcare provider training on environmental health, EPA began to focus on addressing the need to improve the recognition, diagnosis, and management of adverse health effects from pesticide exposures on the part of all primary care providers of the health care community (<http://www.epa.gov/oppfead1/safety/healthcare/healthcare.htm>).

In 1998, EPA, in collaboration with several other federal agencies (Department of Health and Human Services, U.S. Department of Agriculture, and Department of Labor), convened a workshop of experts to identify strategies for educating health care providers on how to recognize, diagnose, manage, and prevent adverse health effects from pesticide exposures. The expert panel included representatives from professional health associations; farmworker and community interest organizations; migrant clinician's networks; academia; and pesticide experts. In addition, an invited group of observers from state and federal agencies, health clinics, community-based programs, farmer and farmworker groups, and other interested organizations participated in question and answer sessions with the expert panel. The results from this workshop include the establishment of the Federal Interagency Planning Committee; convening of three workgroups (Education, Practice, and Resource Workgroups); and the update and release of the 5th edition of "Recognition and Management of Pesticide Poisonings Manual (1999)." In March 2003, the final "Implementation Plan for the National Strategies for Health Care Providers: Pesticide Initiative" was completed (<http://www.epa.gov/oppfead1/safety/healthcare/implemen-plan-document.pdf>).

The Implementation Plan (IP) sets out a three prong strategy for improving the recognition, diagnosis, management, and prevention of pesticide-related health conditions by health care providers. The first prong addresses a provider's formal education. The second prong targets the practice setting in which a provider works and participates in professional development. The final prong articulates the resources and tools that providers need to deal effectively with pesticide-related health conditions in their practice and communities. A national forum of health professionals was convened to officially launch the Initiative, and the "National Pesticide Competency and Practice Skills Guidelines for Medical and Nursing Education and Practice," were published outlining the key educational competencies and the key practice skills. (<http://www.epa.gov/oppfead1/safety/healthcare/practiceskifinal.pdf>,

<http://www.epa.gov/oppfead1/safety/healthcare/pested.pdf>). These materials continue to act as resources for educators and trainers seeking to introduce the healthcare community to effective methods of addressing pesticide related illness.

Following the development of these materials, the next stage of the HCI was launched, providing funding over a five year period for two organizations to separately address the first and second prong of the IP, and to simultaneously continue the development of tools and resources for the medical community to deal effectively with pesticide related health conditions (<http://www.epa.gov/oppfead1/safety/healthcare/healthcare.htm>).

To address the inclusion of the core educational competencies into the formal education of clinicians, the “*Pesticide Effects: Integration into Health Care Provider Curricula*” project is currently pursuing significant institutional change through education and development of new resources and tools for pesticide-related health conditions training, the integration of diagnosis, treatment, and prevention of pesticide poisoning content into pre-med, nursing, mid-level practitioner and physician training through the collaborative efforts of faculty and students.

To address the clinical component of the Implementation Plan of the HCI, the “*Saving Lives by Changing Practice: Pesticide-Related Health Conditions Prevention Change Concept*” project is currently providing training and technical support to improve the recognition, treatment and prevention of pesticide related illnesses within practice sites, particularly migrant and community health clinics focused on addressing the needs of the farmworker community. The program focused its attention on improving care available to farmworkers, due to the likelihood of occupational exposure and the barriers to healthcare faced by the community. Barriers include language and cultural differences from surrounding communities, geographic isolation and immigration status. The Agency recognizes the disproportionate impact of pesticide use facing the farmworker community: an increased risk of pesticide exposure. The HCI, through efforts to overcome barriers increasing the risk of exposure and negative health outcomes, seeks to address this environmental justice concern. This effort is one component of a broader commitment by the Agency to provide an environment where all people enjoy the same degree of protection from environmental and health hazards and equal access to the decision-making process to maintain a healthy environment in which to live, learn, and work. <http://www.epa.gov/compliance/ej/basics/index.html>

In addition to providing technical support to clinics incorporating key components outlined in the Practice Skills Guidelines, separate trainings are also provided to clinicians, healthcare executives, members of the agricultural community and other stakeholders on the impact of pesticide poisoning, challenges to addressing pesticide related health conditions in the clinical setting, and the importance of training clinicians to respond effectively to these conditions.

EPA continues to further the goals identified in the initial stages of the HCI, which include increasing acceptance of the need for education regarding pesticide related health conditions and providing effective programs and resources for stakeholders. It is EPA’s

intent to continue to support the advancing ability of the medical community to address the needs of the farmworker community and to address the healthcare needs of individuals exposed to pesticides, as well as to address other emerging pesticide related healthcare challenges.

## **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 for the continuation of EPA's National Strategies for Health Care Providers: Pesticides Initiatives (HCI), to:

- a. Conduct a national program providing technical assistance and training for healthcare organizations to implement the key practice skills (<http://www.epa.gov/oppfead1/safety/healthcare/practiceskifinal.pdf>) outlined by the HCI into standard clinical practice, focusing particularly on practice settings serving the farmworker community, (e.g. migrant, community and rural clinics, hospitals, emergency and urgent care offices, private practice, etc.)
- b. Conduct training for and outreach to healthcare providers and other stakeholders on the recognition, management and prevention of pesticide related health conditions, based on the key practice skills outlined by the HCI. Training may include information on addressing and preventing pesticide poisoning for farmworker families, as well as workers. In addition to trainings at practice sites (including but not limited to those in Section I. C.1.a.), other

examples of training opportunities include continuing education forums, professional association meetings, and other appropriate forums as identified.

- c. Develop opportunities for clinicians-in-training (i.e. medical residents, nursing students, physician assistant students, fourth year medical students, etc) to have hands-on training in the clinical setting, regarding recognition, management and prevention of pesticide poisoning.
- d. Work collaboratively with stakeholders in the agricultural community, occupational and environmental health field and farmworker health community, to continue raising awareness of the need for knowledge and practices supporting the recognition, management and prevention of pesticide related illness.
- e. Address environmental justice concerns of the farmworker community regarding disproportionate impact of pesticide use, through the achievement of the objectives listed below.

## 2. Objectives

The objectives of this project are:

- a. To introduce the following key practice skills, determined previously by the HCI, into standard clinical procedure in healthcare practice sites across the U.S. and territories, and provide subsequent technical support, in order to increase the ability of practitioners to effectively recognize and manage pesticide related health conditions. The patient populations of selected practice sites should draw from agricultural areas with high concentrations of farmworkers and/or pesticide usage. Skills are described in detail within the publication, National Pesticide Practice Skills guidelines for Medical and Nursing Practice, available at <http://www.epa.gov/oppfead1/safety/healthcare/healthcare.htm>.

Key practice skills-

1. Taking an environmental history
  2. Knowledge of key health principles
  3. Awareness of community and individual pesticide risk factors
  4. Clinical management of pesticide exposure
  5. Reporting pesticide exposure and supporting surveillance efforts
  6. Providing prevention guidance and education to patients
- b. To provide training to providers on the recognition, management and prevention of pesticide related health conditions.
  - c. To increase the inclusion of pesticide-related education in medical/health science education in the practice setting (such as, but not limited to,

internships, residencies, and fellowship trainings for physicians, nurses and/or other medical professionals).

- d. To improve upon existing training programs and models for integrating key skills into daily clinical practice.
- e. To raise awareness among stakeholders (such as but not limited to, farmworker advocates, government agency representatives, healthcare providers, healthcare executives, environmental and occupational health experts, etc.) of the need for education and training on the recognition and management of pesticide related illness.

### **3. Activities to be Funded:**

The activities conducted under this cooperative agreement will target the practice settings and professional education settings of the medical community. The activities to be included in this program include, but are not limited to the following:

- a. Incorporate aspects of the key practice skills (several skills at a minimum should be included) listed above into at least ten practice settings predominantly in the United States by the completion of the project, in which these skills have not yet been introduced. Practice setting examples include migrant, community or rural health clinics, hospitals, emergency response or urgent care settings, or other sites targeting areas with high populations of agricultural workers and/or pesticide usage. Preferred programs will create sustainable change, evidenced, for example, through systematic change in clinical practices, and utilize best practices determined during the previous years of the HCI and/or by other related clinical training programs.

Examples of actions supporting the skills listed above include, but are not limited to:

- Incorporating an environmental and occupational exposure screening during routine patient history procedures
  - Teaching signs and symptoms of pesticide poisoning, in addition to environmental and occupational risk factors for pesticide exposure
  - Targeting outreach to at risk communities
  - Reviewing key principles of environmental and occupational health, epidemiology and population based health
- b. Provide regular technical assistance (ex. guidance on integrating the core skills into practice or on training incoming clinicians/staff to the organization) to current and future participating practice sites.
  - c. Conduct trainings for clinicians, clinical personnel and/or other stakeholders, such as but not limited to, growers, farmworker advocates, healthcare executives, etc, on the risk of pesticide exposure to workers, as well as recognition and management of pesticide poisoning. Training on the risk and

prevention of pesticide exposure for families of workers may also be included. Usage of best practices from HCI and other related programs is encouraged as is inclusion of information on the value and need for clinicians to report suspected pesticide poisonings.

- d. Develop new training and resource materials as needed and appropriate.
- e. Work to bridge the gap between practice settings and educational settings by introducing the core practice skills and the fundamentals of addressing pesticide poisoning to clinicians currently completing their practical training (ex. students in residencies, internships, practicum programs, etc), through developing, partnering and/or supporting a program providing clinical training experience.
- f. Promote and provide access to relevant materials, tools and best practices generated through the HCI, through trainings, publications, outreach literature, and/or presence at relevant regional and national meetings providing opportunities for communication with stakeholders regarding the HCI.
- g. Collaborate and work cooperatively with HCI partners
- h. Organize/attend strategic meetings, collaborate with and/or partner with primary health care providers, health clinics, and other stakeholders in the healthcare and agricultural community to formulate sustainable networks and expand the reach/impact of the HCI. Other stakeholders might include governmental agencies, healthcare delivery systems, farmworker service providers, grower and grower organizations, etc.
- i. Develop evaluation tools (or utilize existing tools) to determine the effectiveness of the training programs. The process should be evaluated, as well as the extent of knowledge gained/skills integrated through trainings and programs.
- j. Develop a communication strategy to ensure the materials, best practices and methods developed under this cooperative agreement are available for healthcare workers, organizations, HCI partners and the general public to utilize in the future, to ensure the public fully benefits from efforts funded under this agreement.

#### **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. Increased awareness among healthcare practitioners and the healthcare community (ex. public health workers, healthcare/clinical managers, etc.) of the risk for pesticide related illness and methods to treat and manage exposure
- b. Improved training methods for healthcare providers and organizations on understanding and implementing the key practice skills
- c. Improved primary care practice through the incorporation of key practice skills into standard clinical care at practice sites
- d. Increased awareness of the need for training for healthcare providers on pesticide related illness
- e. Improved health of communities at risk for occupational exposure to pesticides
- f. Improved communication networks between stakeholders
- g. Promotion of healthy communities by reducing the environmental justice impact on minority and low-income populations of farmworkers and farmworker children through improved primary care

## **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. Delivery of effective training sessions to large numbers of clinicians and stakeholders, regarding recognition and management of pesticide related illness.
- b. Partnerships with at least ten practice sites predominantly in the United States with significant patient populations of farmworkers or based in agricultural areas with high pesticide usage levels, where key skills and competencies for recognizing pesticide related illness have been incorporated as part of the program.

- c. Successful partnership with or development of a program, resulting in an increase in the number of clinicians-in-training exposed to the key practice skills, through on-site training (i.e. internships, rotations, etc).
- d. Number/quality of resources created and/or distributed to clinicians and other stakeholders and communication strategy for continued usage by other organizations following the funding period.
- e. Development and usage of effective evaluation tool(s) for measuring success of programs for incorporating the key skills into clinical settings, of other training sessions, and of program(s) introducing clinicians-in-training to the key competencies.

## **II. Award Information**

### **A. Amount of Funding Available**

The estimated amount of funding for the cooperative agreement for a five-year period is \$1,200,000. The estimated amount of funding available for award in Fiscal Year 2011 is expected to be approximately \$200,000. At the conclusion of year one, incremental funding of approximately \$200,000-\$250,000 may be made available for subsequent years depending on funding availability and satisfactory performance, 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 reports, meetings, conferences and materials prepared under the cooperative agreement.

**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 estimated start date for the selected application is October 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 selection is 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 at the time of application submission 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 Standard Time on **Monday, July 26, 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, July 26, 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 1<sup>st</sup> 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 Emily Selia 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 application submitted by each individual investigator. Applications 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](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 be received by 5:00 pm EDT on **Monday, July 26, 2010** and an email alerting EPA to expect the application package should be sent to: [selia.emily@epa.gov](mailto:selia.emily@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: Emily Selia (Mail Code 7506P)  
 Office of Pesticide Programs  
 2777 Crystal Drive  
 Potomac Yard 1, S-11223  
 Arlington, VA 22202  
 Phone: (703) 605-1212

**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 application 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](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](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-2010-004

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-VIII): Parts I-VIII listed below **MUST NOT** exceed twenty (20) 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 pesticide safety 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. Experience and expertise in working with a wide range of health professionals in the practice settings, at educational institutions and in professional associations. Applicants must demonstrate the ability to create a variety of materials and programs appropriate for training and educating health professionals including not only practicing clinicians, but also representatives of professional associations, accrediting bodies, etc.
- b. Experience in working with the farmworker community and addressing healthcare challenges for farmworkers, handlers and their families. Must demonstrate knowledge of the special needs and history of the farmworker community, as well as experience in generating culturally, linguistically, and educationally appropriate outreach strategies. Proficiency in English as well as Spanish (fluency preferred) required in order to assist clinicians and organizations in developing appropriate outreach and intake materials.
- c. Ability and experience in developing a methodological process for incorporating new information into an established system. Applicants must demonstrate the ability and experience to develop and implement methods for integrating the key practice skills into a range of practice settings. This may include developing the necessary resources and tools for health professionals during training and/or practice.
- d. Field experience and expertise in developing educational materials and methods of delivery. Applicants must demonstrate experience and expertise in developing, organizing, and making accessible educational materials about pesticides and pesticide-related health conditions. This may include developing a power point or web-based course on pesticide education, or designing a website where resources and tools are available for downloading.
- e. Ability to pilot test and evaluate new educational and practice models. Applicants must demonstrate the ability to develop, test, evaluate, and promote the use of an educational or training model that incorporates the pesticide key practice skills practice settings.
- f. Experience in working with pesticide experts and clinicians in occupational health and safety settings. Applicants must demonstrate the ability to work with pesticide experts and clinicians in occupational health and safety settings to ensure the accuracy and practicality of educational materials developed. Applicants must have knowledge of the challenges to the recognition, management and prevention of pesticide related illness.
- g. Organizational capacity and ability to assist in the implementation of the key practice skills in ten or more clinics, while developing a method for expanding opportunities for clinicians in training and performing networking and outreach responsibilities.
- h. Overall extent to which the proposed project helps to promote addressing environmental justice issues and concerns as described in Section I,

including how it will help to minimize and/or reduce exposures and negative impacts of environmental risks to the farmworker community.

**Part VII. Performance Measures and Expected Outcomes/Outputs:**

State your plan to track, measure and evaluate 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. All projects are required to reflect measurable outputs outcomes. At a minimum, all applications should include the following elements for the reporting of project measures

- a. Documentation showing communication and outreach efforts with clinicians and practice sites, such as web-based programs, materials distributed, number of trainings conducted, number of clinicians trained, presentations, articles, networking, etc.
- b. Documentation of the implementation and effectiveness of the developed/supported program providing opportunities for clinicians in training to be introduced to diagnosis and management of pesticide related illness, to clinicians in training.
- c. Documentation of integration of core practice skills into standard clinical practice at a minimum of ten practice sites.
- d. Documentation of effectiveness of training on knowledge gained by audiences.
- e. Documentation of outreach, strategic meetings, and other partnership efforts with experts and other stakeholder organizations, to serve as resources, and/or promote the HCI, competencies and the need for pesticide education for clinicians.

**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 agreement 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 the HCI; (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, demonstrating the following as outlined in Section IV.C.7.d.Part VI:
  - a. Experience in working with the farmworker community and addressing healthcare challenges for farmworkers, handlers and their families. Must demonstrate knowledge of the special needs and history of the farmworker community, as well as experience in generating culturally, linguistically, and educationally appropriate outreach strategies. Proficiency in English as well as Spanish (fluency preferred) required in order to assist clinicians and organizations in developing appropriate outreach and intake materials. (13 points)
  - b. Experience and expertise in working with a wide range of health professionals in the practice settings, preferably including training of clinicians serving the farmworker community. Applicants must demonstrate the ability to create a variety of materials and programs appropriate for training and educating health professionals on pesticide exposure and/or environmental health including not only practicing clinicians, but also representatives of professional associations, accrediting bodies, etc. (6 points)
  - c. Ability and experience in developing a methodological process for incorporating new information into an established healthcare system. Applicants must demonstrate the ability and experience to develop and implement methods for integrating the key practice skills into a range of practice settings. This may include developing the necessary resources and tools for health professionals during training and/or practice. (5 points)
  - d. Field experience and expertise in developing educational materials and methods of delivery on pesticide exposure and/or environmental health. Applicants must demonstrate experience and expertise in developing,

organizing, and making accessible educational materials about pesticides and pesticide-related health conditions. This may include developing a power point or web-based course on pesticide education, or designing a website where resources and tools are available for downloading. (4 points)

- e. Ability to pilot test and evaluate new educational and practice models. Applicants must demonstrate the ability to develop, test, evaluate, and promote the use of an educational or training model that incorporates the pesticide key practice skills practice settings. (4 points)
- f. Experience in working with pesticide experts and clinicians in occupational health and safety settings. Applicants must demonstrate the ability to work with pesticide experts and clinicians in occupational health and safety settings to ensure the accuracy and practicality of educational materials developed. Applicants must have knowledge of the challenges to the recognition, management and prevention of pesticide related illness. (5 points)
- g. Organizational capacity and ability to assist in the implementation of the key practice skills in ten or more clinics, while developing a method for expanding opportunities for clinicians in training and performing networking and outreach responsibilities. (7 points)
- h. Overall ability to achieve the objectives and activities outlined in I.C.2 and I.C.3. (5 points)
- i. Overall extent to which the proposed project helps to promote addressing environmental justice issues and concerns as described in Section I, including how it will help to minimize and/or reduce exposures and negative impacts of environmental risks to the farmworker community (1 point)

**(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 following factors:

- a. Past performance in successfully completing and managing the assistance agreements described in Section IV.C.7.d.Part VIII.(i) of the announcement (5 points),
- b. History of meeting the reporting requirements under the assistance agreements described in Section IV.C.7.d.Part VIII.(ii) 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 output 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 VIII (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 VIII (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:

**Outputs:** The extent to which the application can demonstrate how the following outputs might be achieved, measured and evaluated:

- a. Delivery of effective training sessions to large numbers of clinicians and stakeholders, regarding recognition and management of pesticide related illness (4 points)
- b. At least ten practice sites predominantly within the United States with significant patient populations of farmworkers or based in agricultural areas with high pesticide usage levels, having incorporated key skills and competencies for recognizing pesticide related illness (4 points)
- c. Development of or partnership with a successful program for exposing more clinicians-in-training to the key practice skills, through on-site training (i.e. internships, rotations, etc) (3 points)
- d. Number/quality of resources created and/or distributed to clinicians and other stakeholders and communication strategy for continued usage by other organizations following the funding period (2 points)
- e. Development of effective evaluation tools for measuring the processes for incorporating the key skills into standard clinical practices, and for introducing clinicians-in-training to the key competencies (1 point)

**Outcomes:** The extent to which the application can demonstrate how the following outcomes might be achieved: a. Increased awareness among healthcare practitioners and the healthcare community (ex. public health workers, healthcare/clinical managers, etc.) of the risk for pesticide related illness and methods to treat and manage exposure. b. Improved training methods for healthcare providers and improved primary care practice through understanding and implementing the key practice skills c. Improved primary care practice through the incorporation of key practice skills into standard clinical care at practice sites d. Increased awareness of need for training for healthcare providers on pesticide related illness e. Improved health of communities at risk for occupational exposure to pesticides f. Improved communication networks between stakeholders g. Promotion of healthy communities by reducing the

environmental justice impact on minority and low-income populations of farmworkers and farmworker children through improved primary care (6 points)  
(*Total Points =20*)

**C. Selection Official.** The final funding decision will be made from the group of top rated applications (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](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 found at [http://www.epa.gov/quality1/qa\\_docs.html](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:

Emily Selia  
EPA Office of Pesticide Programs  
One Potomac Yard  
2777 S. Crystal Drive  
Arlington, VA 22202  
Phone: 703-605-1212  
Fax: 703-308-2962  
email: [selia.emily@epa.gov](mailto:selia.emily@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](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-2010-004, 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, July 26, 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](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 – 1<sup>st</sup> 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 2<sup>nd</sup> submission should be changed to “Applicant Name – FY10 Assoc Prog Supp – 2<sup>nd</sup> 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 Emily Selia (selia.emily@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 Emily Selia, Grant Program Manager, at (703) 605-1212. Failure to do so may result in your application not being reviewed.