



US Environmental Protection Agency Office of Pesticide Programs

Funding Opportunity Announcement:

**Pesticide Registration Improvement Renewal Act
(PRIA 2) Partnership Grants -
Initial Proposals and Final Applications**

March 8, 2011

Funding Opportunity Announcement

Pesticide Registration Improvement Renewal Act (PRIA 2) Partnership Grants: Initial Proposals and Final Applications

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 (OCSP), Office of Pesticide Programs (OPP)
- B. **Funding Opportunity Title:**
Pesticide Registration Improvement Renewal Act Partnership Grants
- C. **Announcement Type:** Initial Announcement
- D. **Funding Opportunity Number:** EPA-OPP-11-001
- 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 **Friday, April 22, 2011**. Hard copy applications via express delivery only (e.g., FedEx, UPS, etc.) must be received by the Contact listed in Section VII on or before **Friday, April 22, 2011** by 5:00 PM. EPA will not accept applications submitted via fax, email, or 1st Class Mail delivery by U.S. Postal Service. See Section IV for further information. Applications received after the closing date will NOT be considered for funding.

Brief Description

EPA's Office of Pesticide Programs (OPP) is soliciting initial proposals to advance partnerships that focus on pesticide risk management issues with a special focus on integrated pest management (IPM) approaches. Awards are intended to support a diverse set of project types, including, but not limited to demonstrations, transfer of innovative IPM technologies, outreach, and education. This announcement provides qualification and application requirements to those interested in submitting initial proposals for fiscal year 2011. The total amount of funding available for award is expected to be \$500,000 which is authorized by the Pesticide Registration Improvement Renewal Act. The number of awards to be made under this announcement will depend on individual proposal costs, the availability of funds, and the quality of proposals received. This competition begins with a call for initial proposals from which candidates will be selected and offered an invitation to submit full applications. This announcement contains information on the format and content for the initial proposals as well as criteria for the evaluation of invited applications. The maximum funding level is \$250,000 per project for Agricultural IPM and Community IPM. The project period of performance is limited to two years from the award date.

I. Funding Opportunity Description

A. History.

This program began with passage of the Pesticide Registration Improvement Renewal Act (PRIA 2). The Act provides for funding to support partnership grants in the amount \$500,000 in FY 2011. The Environmental Stewardship Branch (ESB) of the Office of Pesticide Programs' Biopesticides and Pollution and Prevention Division is funding grant agreements under this solicitation. The mission of ESB is to promote environmental stewardship nationally to protect human health and the environment by reducing risks of pests and pesticides through public-private partnerships, education, and other non-regulatory efforts.

The goal of the grant agreements is to develop public-private partnerships focused on reducing the risks associated with the use of pesticides through stewardship efforts. The agreements under this solicitation are intended to help formalize and expand public-private stewardship and collaborative pesticide risk reduction efforts.

B. Authority

EPA expects to award grant 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 grant agreements for research, public education, training, monitoring, demonstration, and studies.

Regulations governing grant agreements are found at 40 CFR part 30 for institutions of higher education, colleges and universities, and nonprofit 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 as supplemented by EPA's debarment and suspension provisions in 2 CFR 1532 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 (States and local governments), A-122 (nonprofit organizations), or A-21 (universities). 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

Integrated pest management (IPM) is a decision-making process that uses current and comprehensive information on the life cycles of pests and their interaction with the environment to manage pest damage in agricultural and nonagricultural settings by the most economical means, and with the least possible hazard, to people, property, and the environment.

EPA will segregate all proposals into two primary sectors: Agricultural IPM and Community IPM.

1. Goals and Objectives.

The goals of the Pesticide Registration Improvement Renewal Act (PRIA 2) Partnership Grants are to:

- a. encourage partnerships between stakeholders, producers, commodity groups, scientists, extension, and local/state/federal government agencies to demonstrate, promote, and expand reduced risk/IPM practices, including

- increased adoption of biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods;
- b. utilize demonstration projects, outreach, and/or education to increase the adoption of reduced risk/integrated pest management (IPM) approaches, as well as, methods for documenting IPM adoption or the reduction of risks associated with changes in pesticide use;
- c. quantitatively measure and document the effects and impacts of using the reduced risk/IPM programs on the environment, human health and community;
- d. build business cases for the implementation and/or adoption of IPM approaches thereby providing pesticide users with solid business analyses of the costs of adopting IPM activities to help them make informed decisions and forward best practices; and,
- e. test and promote new Community IPM strategies to control pests of public health importance.

2. Purpose and Scope.

Integrated pest management (IPM) is a decision-making process that uses current and comprehensive information on the life cycles of pests and their interaction with the environment to manage pest damage in agricultural and nonagricultural settings by the most economical means, and with the least possible hazard, to people, property, and the environment. The Pesticide Registration Improvement Renewal Act (PRIA 2) Partnership Grants will provide financial assistance to eligible applicants for projects focusing on pesticide risk management issues with an emphasis on integrated pest management (IPM). Awards are intended to support a diverse set of project types, including, but not limited to demonstrations, transfer of innovative IPM technologies, outreach, and education. Initial and invited proposals will be evaluated with respect to the following sectors:

a. Agricultural Sector:

- i. Agricultural issues involving pesticides for which IPM advancements are sought:
 - 1. Resistance management
 - 2. Water quality and runoff issues
 - 3. Pollinator protection issues
 - 4. Endangered species protection
 - 5. IPM approaches for controlling rodents and predators in livestock operations
 - 6. Urban/rural interface and volatile pesticides
 - 7. Repeating or priority emergency exemption uses: Liverwort on Commercial greenhouses, Emerald Ash Borer in Woodlots, Nematodes on Raspberry, Green Mold on Mushrooms, Blight on Walnut, Varroa Mite on Raised Honeybees, Thrips on Onions, Fire blight on Apples, Billbugs on Orchard grass, Grass mites on Timothy, *Phytophthora* on Ginseng, Grasshopper on Alfalfa, Fly control in Mushroom houses, and Exotic Fruit Fly larvae-drench use pattern.
 - 8. Emerging Pest Management Gaps: Invasive Stink bugs on Tree fruit, Lygus bugs on cotton, Asian Longhorn Beetle in Forestry, Citrus Canker on Grapefruit, *Septoria citri* on Citrus, and Bacterial blight on Fruiting vegetables.
- ii. Agricultural pesticides for which reduced risk pest management alternatives are sought, especially on [but not limited to] minor crops:
 - 1. azinphos methyl (AZM) and Carbofuran alternatives
 - 2. soil and post-harvest fumigant alternatives

3. Herbicide alternatives on leaf lettuce
4. Alternatives that support the Carbofuran phase-out on spinach seed

Projects for Agricultural IPM **MUST** have the following measures:

- acres impacted by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
- percent reduction or pound per acre reduction expected in the use of conventional pesticide active ingredients.

b. **Community IPM Sector:**

- i. Pest management in private, commercial, and public landscaped areas such as lawns, parks, urban forests, recreational areas, and surrounding buildings.
- ii. Pest management in commercial and residential buildings used for human occupancy, including: schools, daycare centers, community centers, and hospitals.
- iii. IPM approaches for public health pests such as ticks and mosquitoes.
- iv. Vegetation management issues involving herbicides, noxious weeds, and invasive weeds in federal/state/public land areas including utility and highway rights-of-ways, rangeland, grazing areas, and public recreation areas for which integrated vegetation management (IVM) advancements are sought.

Projects for Community IPM **MUST** have the following measures:

- Landscaping acres or buildings (and affected populations therein) impacted by the project under management that include pesticide risk reduction practices. Where applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
- percent reduction or pounds per site reduction expected in the use of conventional pesticide active ingredients.

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

1. Linkage to EPA Strategic Plan/GPRA Architecture.
These grant agreements will support EPA Strategic Plan Goal 4, Healthy Communities and Ecosystems; Objective 4.1: Chemical, Organism and Pesticide Risk; Subobjective 3 – Protect Human Health from pesticide Risk - Program/Project J1; and Subobjective 4 – Protect the Environment from Pesticide Risk – Program/Project J2; and Objective 4.5: Enhance Science and Research, Sub-objective 4.5.2: Conduct Relevant Research. 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 a grant agreement funding period.

The anticipated outputs of the expected agreements may include: (1) educational and outreach materials; (2) pest management plans that include reduced-risk IPM program components; (3) training for producers and technical service providers; (4)

partnerships established between federal and non-federal programs to provide reduced risk/IPM programs; (5) acres (or, for example, number of community buildings and people) impacted by the project under management that include pesticide risk reduction practices; and (6) pounds of pesticide use reduced.

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: (1) environmental, (2) behavioral, (3) health-related or (4) programmatic in nature, but must be quantitative. They may not necessarily be achievable within a grant agreement funding period.

Expected outcomes from this program include, but are not limited to the following: (1) an increase in the average and/or number of growers (in agricultural settings), communities (including size of affected populations in buildings (commercial, residential), schools, daycare centers), and individuals using reduced risk/IPM tools and techniques; (2) a reduction in risks from exposure to pesticides through implementation of proven reduced risk approaches to pest management; (3) a quantitative measure or qualitative reduction in the use of higher risk pesticides or pesticides in general; (4) a business case that supports the adoption of a reduced risk pest management strategy; (5) the development of new, feasible, environmentally-based IPM strategies to control animals or pests of public health importance; (6) development of new tools to inform decision making on IPM practices that lead to multiple benefits; (7) and, 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.

II. Award Information

A. Amount of Funding Available

Pesticide Registration Improvement Renewal Act (PRIA 2) Partnership Grants anticipates having \$500,000 in 2011 to award to eligible applicants. The maximum funding level is \$250,000 per project for Agricultural IPM and Community IPM. 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 grant agreements according to FIFRA Section 20.

Projects under the Agricultural IPM sector and Community IPM sectors will be awarded as grant agreements.

D. Total Number of Awards

The number of awards to be made under this announcement will depend on individual proposal costs, the availability of funds, and the quality of proposals received. Proposals to supplement existing projects are eligible to compete with proposals for new awards. EPA expects to make up to four awards under this solicitation.

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. Partial Funding

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

F. Start Date/Project Duration

Award funds for the selected proposals are expected to be available in October 2011. Proposed project periods may be up to two (2) years.

G. Disclaimer

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

III. Eligibility Information

A. Eligible Applicants

Assistance under this program is generally available to 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. Nonprofit 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. For-profit organizations are not eligible; however, ineligible groups are encouraged to work with an eligible organization to submit proposals.

B. Cost Sharing/Matching

Matching funds are not required. However, applicants may propose a voluntary cost match but it will not be considered in the evaluation.

C. Threshold Eligibility Information

These requirements, if not met by the time of initial proposal submission, will result in elimination of the proposal from consideration for funding. Only proposals 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 to receive funding under this announcement (See Section III. A).
2. The maximum funding level requested for a project must not exceed \$250,000 per project for Agricultural IPM and Community IPM.
3. The proposed project period of performance must not exceed two years.
4. Applications must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where page limitations are established, pages in excess of the page limitation will not be reviewed.
5. Applications must be submitted through Grants.gov on or before 5:00 PM Eastern Standard Time on **Friday, April 22, 2011**. Applicants should confirm receipt of their application with Todd Peterson (see contact information listed in Section VII) as soon as possible after the submission deadline – failure to do so may result in your application not being reviewed.
6. 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.
7. Hard copy of initial proposals will only be accepted via an express delivery service (e.g., FedEx, UPS, etc.) and must be received by 5:00 PM Eastern Daylight Time on **Friday, April 22, 2011**, by the contact listed in Section VII. EPA will not accept applications submitted via fax, email, or 1st Class Mail delivery by U.S. Postal Service. Hardcopy applications received after the submission deadline will be considered late and will be returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with the express delivery service. Applicants should confirm receipt of their application with Todd Peterson (see contact information listed in Section VII) as soon as possible after the submission deadline – failure to do so may result in your application not being reviewed.
8. EPA will consider only the first proposal submitted by each individual investigator. Proposals from different investigators within the same organization are acceptable.
9. For **Agricultural IPM** projects, proposed projects **MUST** have the following measures:
 - i. acres impacted by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
 - ii. percent reduction or pound per acre reduction expected in the use of conventional pesticide active ingredients.
10. For **Community IPM** projects, proposed projects **MUST** have the following measures:
 - i. Landscaping acres or buildings (and affected populations therein) impacted by the project under management that include pesticide risk reduction practices. Where applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
 - ii. percent reduction or pounds per site reduction expected in the use of conventional pesticide active ingredients.

IV. General Application Instructions

A. Content and Form of Submittals

1. Initial Proposal Submittals: Content and Format

Applicants should use the following format for initial proposal submission(s), and must include the information outlined below in their initial proposals. Initial proposals must be no longer than **four pages** (8 ½ x 11 inches, single-space, and EPA recommends at least 11pt font). Pages in excess of this page limitation will not be reviewed. Applicants must ensure that their initial proposal addresses the evaluation factors identified in Section V.A.1.

COVER PAGE	Page 0
Project Title	
Applicant Contact	Name, agency, e-mail address, telephone.
Sector	Identify which one sector applies to your proposal: 1) Agricultural IPM, or 2) Community IPM.
Funding Amount	(Total amount of federal funding requested.)
Period of Performance	(Indicate time length of project, e.g., 1 year, 2 year)
PROPOSAL	Pages 1 to 4 (not to exceed 4 pages)
Project Description(s)	<p>A. General summary statement of project goal & justification: Brief descriptions of 1) environmental significance of the project (what problem is addressed and why it is a priority at this time; specifically in relation to this announcement's Section I.C.1 and 2); 2) the proposed project, approach, goals, objectives; and 3) the anticipated outputs and environmental outcomes.</p> <p>B. Project descriptions: Characterization of the Issue: Describe how the project's approach is technically/scientifically sound and appropriate. Describe the geographic area, acreage, buildings, or sites impacted by the project and whether the project will have widespread applicability to other areas of the United States.</p> <p>Project Plan: Describe the proposed work to be accomplished, including: specific tasks, activities, and anticipated outputs/outcomes (quantifiable results) associated with major project components. Include in this section how this project utilizes partnerships; provides outreach (via demonstrations, education, and adoption of reduced risk/IPM approaches); documents measures, effects and impacts; and builds business cases as outlined in Section I.C.1 above. For demonstration projects that employ biopesticides or involve new or experimental IPM technologies, methods, or approaches, explain how the results of the projects will be disseminated so that others can benefit from the knowledge gained by the demonstrations.</p>

	<p>For Agricultural IPM projects, proposed projects MUST have the following measures:</p> <ul style="list-style-type: none"> -- acres impacted by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods. -- percent reduction or pound per acre reduction expected in the use of conventional pesticide active ingredients. <p>For Community IPM projects, proposed projects MUST have the following measures:</p> <ul style="list-style-type: none"> -- Landscaping acres or buildings (and affected populations therein) impacted by the project under management that include pesticide risk reduction practices. Where applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods. -- percent reduction or pounds per site reduction expected in the use of conventional pesticide active ingredients. <p>C. Description of environmental outcomes and plan for tracking and measuring progress towards achieving the expected project outputs and outcomes:</p> <p>See Section I D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs</p> <p><i>Expected Deliverables as Outputs and Outcomes:</i> Provide a description of expected deliverables (examples include: summary report of research, study, or demonstration and means for disseminating the results, outreach publications, workshops conducted) expressed as outputs and environmental outcomes.</p> <p><i>Progress Reporting:</i> Explain how progress will be measured and reported</p> <p><i>Timeline:</i> Identify timeframes for achieving expected outputs and outcomes</p> <p>D. Budget: Provide costs for each project or phase broken down into major budget categories. Provide a brief narrative for budget justification.</p>
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B. Submittal Instructions

Applicants have the option to submit their proposals in one of two ways: 1) electronically via Grants.gov (EPA will no longer consider electronic submission via e-mail) or 2) by hard copy via express delivery (FedEx, UPS, etc.). Proposals will not be accepted via fax or standard 1st Class Mail delivery by U.S. Postal Service. All proposals must be prepared, and include the information, as described in Section IV. C., regardless of mode of transmission.

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.

2. **Instructions for Hard Copy Submissions**

Applicants must submit two complete packages including all of the documents identified in Section IV. C. of this announcement. In addition, a CD containing separate MS Word or Adobe PDF files corresponding to each of the documents identified in Section IV. C. of this announcement must be submitted.

Hard Copy Proposal Submission Deadline

Proposals must be received by 5:00 PM Eastern Daylight Time on **Friday, April 22, 2011**, to EPA contact listed in Section VII. All proposals received after this due date and time will NOT be considered.

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/>).

I. 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 grant agreement.

II. Narrative Proposal/Initial Proposal

See Section IV A. 1, above, for content and format of the initial proposal.

The document should be readable in PDF or MS Word and consolidated into a single file.

3. Final Application Submittals

If your initial proposal is selected for further consideration of your proposed project, you will be invited to submit a final application. Further instructions for the submittal of the final application package will be provided to these applicants at the appropriate time. Final application submittals will be evaluated against the final application review criteria in Section V.A.2. In the final application submittal, applicants will be asked to provide certain information, including:

a. Program Capability and Past Performance Information

Submit a list of federally or other non-federally funded assistance agreements (for example, an assistance agreement is a grant or cooperative agreement and not a federal contract) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 3 agreements and preferably EPA agreements), and describe (i) whether, and 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. A. 2, 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 proposal 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.

4. General Information

- a. **Coalitions.** Groups of two or more eligible applicants may choose to form a coalition and submit a single application for this grant agreement. However, one entity must be responsible for the grant. Coalitions must identify which eligible organization will be the recipient of the grant 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 assistance 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 proposal. Moreover, the fact a successful applicant has named a specific contractor or consultant in the proposal EPA

approves does not relieve it of its obligation to comply with competitive procurement requirements or consultant compensation limitations.

b. **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 proposal is selected for funding.

c. **Allowable Costs.** EPA grant funds may only be used for purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant 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 Circular A-87; A-122; and A-21 as appropriate.

d. **Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals 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 proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

e. **Pre-proposal/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 proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/ proposals. However, consistent with the provisions in the announcement, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Responses to questions will be posted on OPP's web site at <http://www.epa.gov/pesticides/>

f. **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 proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/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 proposal solely based on the firm's role in preparing the proposal/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 grant 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 proposal/application if the applicant demonstrates in the proposal/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 proposal/application if the applicant demonstrates in its proposal/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 proposal/application evaluation process unless the applicant complies with these requirements.

g. DUNS

All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. Applicants who do not already have a DUNS number may find instruction for obtaining one at the following website: <http://www.Grants.Gov/GetStarted>. A DUNS number may also be obtained by calling: 1-866-705-5711.

h. Management Fees

Management Fees: When formulating budgets for proposals/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.

V. Application Review Information

A. Evaluation Criteria

Initial and final proposals will be evaluated and scored by reviewers using the criteria listed below. Each initial proposal and final application may receive up to 100 points.

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.

1. Initial Proposal Evaluation Criteria (100 points):

- a. Under this criterion, applicants must demonstrate their ability to:
 - 1) describe the environmental significance of the project (what problem will be addressed by this project and why it is a priority at this time; specifically in relation to this announcement's Section I.C.1 and 2) **(10 points)**
 - 2) clearly describe the project's technically sound and scientific approach (may include reference to methods) in relation to project goals and measurable objectives **(20 points)**
 - 3) describe anticipated outputs and environmental outcomes (i.e., reasonable for the proposed project, technical merit, and expected environmental improvements) **(10 points)**
- b. The proposal must consist of activities within the statutory terms of Section 20 of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA, 7 U.S.C. 136r). Under this criterion, applicants must demonstrate their ability to:

- 1) (a) Conduct research, perform studies, develop outreach, or offers training that advances the reduced risk/IPM programs on the environment, human health and community and (b) applicability (i.e., geographic area, acreage, buildings, or sites impacted by the project) **(15 points)**
- 2) Engage in partnerships, including with end-users of new knowledge, tools, or practices (local, state, regional, national) **(10 points)**
- 3) Conduct projects that involve new or experimental technologies, methods, or approaches (unique, creative or novel approaches) with widespread applicability to other areas of the United States and where the results of the projects will be disseminated so that others can benefit from the knowledge gained in the projects. **(10 points)**
- 4) Describe the quality of the applicant's plan for tracking and measuring progress towards achieving the expected outputs and outcomes described in Section I D. 2 and 3 on the announcement. **(10 points)**
- 5) Contain clear and quantifiable output and outcome measures, a timeline, and a description of the format in which these measurements will be reported. Describes how new knowledge, tools, or practices will be used by stakeholders to advance IPM **(10 points)**
- 6) Describe budget with a brief narrative justifying costs to conduct and complete the project. **(5 points)**

2. Final Proposals Review Criteria (100 points): Final applications will be evaluated based on the following criteria:

Each invited application will be subjected to a technical and programmatic review. The following criteria will be used in the evaluation process:

A. Proposal Review.

All invited proposals will be evaluated by a panel of EPA staff using the selection criteria listed below.

B. Selection Criteria. Each eligible proposal will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their final proposals package submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

1. Strength of Partnerships. Under this criterion, applicants will be evaluated based on the extent of partnering with other organizations as part of the project activities to achieve transfer of reduced-risk IPM tools and techniques. Cooperation with, for example, scientists, extension officers, pest control advisors, crop consultants, nonprofit organizations, community groups, local city or state officials, and other partners (for example, EPA Strategic Agricultural Initiative grantees, EPA Pesticide Environmental Stewardship Program Regional Grant recipients, IR-4 Biodemonstration Program Grant recipients) is encouraged. **(10 points)**

2. Technical Merit. Under this criterion, applicants will be evaluated based on their ability to:

(a) address one or more of the following issues of special emphasis: See listing under Section I C. 2. Purpose and Scope for either the Agricultural IPM or Community IPM Sector.

(b) describe the environmental significance of the project

- (c) describe a technically/scientifically sound approach with clearly described project goals and measurable objectives
- (d) describe anticipated outputs and environmental outcomes (i.e., reasonable for the proposed project, technical merit, and expected environmental improvements, significance of environmental improvements) **(20 points)**

3. Target Audience. Under this criterion, applicants will be evaluated based on the extent to which they plan to reach their target audience(s). **(5 points)**
4. Methodology and Objectives. Under this criterion, applicants 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. 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. Measures of success should be linked to reduction of pesticide risks, implementation of alternative pest management practices, and/or similar impacts. **(25 points)**
5. Environmental Measurement/Outputs and Outcomes (Medium and Long-term outcomes). Under this criterion, applicants will be evaluated on their ability to achieve predicted environmental results, expected outcomes, project goals, and produce on-the-ground, quantifiable environmental change. And, evaluation will consider how new knowledge, tools, or practices will be used by stakeholders (e.g. partners, target or end-user groups) to advance IPM **(10 points)**
6. 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:
 - (i) their past performance in successfully managing and completing, and reporting under, federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years. This includes whether they timely submitted required reports and 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 the identified assistance agreements, and if such progress was not being made whether the applicant adequately documented and/or reported why not. (4 points)
 - (ii) their organizational experience and plan for timely and successfully achieving the objectives of the proposed project. (3 points)
 - (iii) their staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (3 points)**(10 points)**

Note: In evaluating applicants under item 'i' of 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). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (item 'i' above-a neutral score is half of the total points available in a subset of possible

points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

7. Project Performance Measurement/Outcomes (Medium and Long-term outcomes).

Under this criterion, applicants will be evaluated based on the following:

- a. Extent to which the proposed project is projected to result in an increased use of reduced-risk products and/or IPM programs to address the identified critical pest management needs. (4 points)
 - b. Extent to which the project includes identified direct or surrogate measures of benefits to the environment and human health (i.e. benefits to water and/or air, soil quality, applicator and worker health, community) that show results from the use of the reduced-risk products or IPM program and that can be tracked throughout the project. Direct measures identify actual environmental changes occurring with IPM program adoption. In contrast, surrogate measures identify changes in strategies or behavior that contribute to environmental changes. (4 points)
 - c. Extent to which the measures assess the impact of the project (i.e., number of acres of crops affected by an agricultural project or the number of school children affected by an IPM in schools project). (4 points)
 - d. Extent to which the project includes methods for tracking and measuring the applicants progress towards achieving the expected project outcomes and outputs including those identified in Section I. (3 points)
- (Total = 15 points)**

8. Budget

Applicants will be evaluated based on the budget plan (realistic, reasonable costs) and narrative of cost justifications. **(5 points)**

C. **Selection Process.**

All initial proposals received by EPA by the submission deadline will first be screened by the Agency Contact listed in Section VII against the threshold criteria in Section III.C. of this announcement. Initial Proposals that do not pass the threshold review will not be evaluated further or considered for funding. Only those initial proposals that meet the threshold factors in section III, at the time of initial submissions, will be evaluated by a panel of EPA staff based on the criteria in Section V.A.1.

Initial proposals will be reviewed and ranked by a panel of EPA staff, based on the selection criteria cited above. Based on ranking, the panel will develop a list of proposals to be selected for further consideration. Only selected initial proposals will result in invitations for submittal of invited final applications.

A panel of EPA staff will review invited proposals based on the selection criteria listed in Section V.A.2. and assign scores to each proposal. EPA will segregate all proposals into two primary sectors: Agricultural IPM and Community IPM. During the final selection process, at least one and possibly more projects will be selected from each of the sectors. Based on the review of proposals against the criteria above, the panel will develop a list of the most highly scored proposals to submit to the Selection Official. Final funding decisions will then be made by the Selection Official based on the evaluation conducted by the review panel. The highest ranked proposals will be selected for award.

VI. Award Administration Information

1. **Award Notices.** Once all of the final proposals 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 proposals will be posted on the EPA website (<http://epa.gov/pestwise/pria2>) at the conclusion of the competition.

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

Quality Assurance Requirements: Awards involving the collection of environmental data will be subjected to the requirements of a Quality Assurance Project Plan (QAPP) and will require coordination with the Agency contact and Project Officer. A QAPP is not required at the time of submittal.

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/qa_docs.html.

2. **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 nonprofit organization or educational institute does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal 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 proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements. 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.

Subgrants or subawards may be used to fund partnerships with nonprofit 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 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. 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.

3. **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.
4. **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))
5. **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.
6. **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.
7. **Dispute Resolution Process.** Grant 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.

8. **Non-profit applicants** that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit 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 Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8
9. **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.
10. **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.

11. Unliquidated Obligations

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

VII. Agency Contact

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

Todd Peterson
EPA Office of Pesticide Programs
1200 Pennsylvania Avenue, NW (7511P)
Washington, DC 20460

Phone: 703-308-7224
Fax: 703-308-7026
e-mail: peterson.todd@epa.gov

Communications and Proposals sent through the postal service require the address above.

If using a **courier service**, use ONLY the following address:

ATTN: Todd Peterson
Office of Pesticide Programs/BPPD/ESB (7511P)
U.S. Environmental Protection Agency
Room S-8326, One Potomac Yard
2777 South Crystal Drive
Arlington, VA 22202

List of Subjects:

Environmental Protection, Grants, Pesticides, Pest Management, Integrated Pest Management, Partnerships.

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-11-001, 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 **Friday, April 22, 2011**, 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. Project Narrative - prepared as described in Section IV.A.1 of the announcement

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. Project Narrative

Prepared as described in Section IV.A.1 of the announcement.

Application Preparation and Submission Instructions

Documents 1 and 2 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 and 2 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.”

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 11 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 – FY11 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 send correspondence to the contact listed in Section VII. Failure to do so may result in your application not being reviewed.