



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

Funding Opportunity Announcement:

**Projects to Advance the Safe Use of Pesticides**

EPA-HQ-OPP-2020-002

July 15<sup>th</sup>, 2020

**COVID-19 Update:** EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of [EPA's Solicitation Clauses](#).

## **Overview Information**

The following list provides key information concerning this funding opportunity:

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

**Funding Opportunity Title:** Projects to Advance the Safe Use of Pesticides

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

**Funding Opportunity Number:** EPA-HQ-OPP-2020-002

**Catalog of Federal Domestic Assistance (CFDA) Number:** 66.716

### **IMPORTANT DATES**

RFA OPENS – July 15<sup>th</sup>, 2020

RFA CLOSSES - APPLICATIONS DUE – September 16<sup>th</sup>, 2020

ANTICIPATED NOTIFICATION OF SELECTION – March 16<sup>th</sup>, 2021

ANTICIPATED AWARD – August 16<sup>th</sup>, 2021

Application packages must be submitted electronically to EPA through [Grants.gov](https://www.grants.gov) ([www.grants.gov](https://www.grants.gov)) no later than **September 16<sup>th</sup>, 2020 at 11:59 p.m. Eastern Time (ET)**. Applications received after the closing date and time will not be considered for funding. The project period for the award resulting from this solicitation is estimated to begin in August 2021. The proposed project period is up to five (5) years.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply by August 14<sup>th</sup>, 2020 to [OPPGA@epa.gov](mailto:OPPGA@epa.gov). Please **include the number of this announcement** (EPA-HQ-OPP-2020-002) **on the subject line** of the email notice. Submission of Intent to apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted applications. Please note that in order to be considered for funding, complete application packages must be submitted electronically to EPA through Grants.gov ([www.grants.gov](https://www.grants.gov)) by the closing date and time specified on this RFA.

**SUMMARY:** The U.S. Environmental Protection Agency (EPA) is soliciting applications from eligible organizations to manage projects in support of safe pesticide use and implementation of the agricultural Worker Protection Standard (WPS) and the Certification of Pesticide Applicators (CPA) regulations. Projects can be materials development, outreach activities, technical assistance, training and education, or other program or activity. Subject matter experts and stakeholders will be involved from the project planning stage to evaluating the effectiveness

of the materials and activities. The target audience of projects includes people who are occupational users of pesticides; people who work where pesticides are used; regulators and the regulated community; educators and trainers; and others affiliated with pesticide occupational use and pesticide safety activities. Also, the award recipient will administer subawards to nonprofit organizations for community-based projects (CBPs). The number and amount of subaward funding will vary depending on the amount of funds awarded for the cooperative agreement each programmatic year (See Funding/Awards).

## **FUNDING/AWARDS**

The total estimated funding for this competitive opportunity is approximately \$6,000,000 over a five-year period (2021 through 2026). EPA expects to provide an estimated \$1,200,000 annually, depending on the Agency's budget. EPA anticipates awarding one cooperative agreement from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations. Funds can be used to complement but not duplicate projects from other cooperative agreements.

The majority of funds will be used on projects to develop materials, conduct outreach activities and/or technical assistance, offer training and education programs, or other such activities. A portion of funds will be awarded to nonprofit organizations for CBPs. The award recipient of the cooperative agreement will submit in their application a plan for how they will identify, prioritize and select CBPs for funding. The award recipient of the cooperative agreement may not utilize any of the funds set aside for CBPs to cover costs incurred for competitions, administration and management of these subawards. CBPs will be carried out by nonprofit organizations with a focus, expertise and/or experience in improving the health and safety of farmworkers, agricultural pesticide handlers, their families and/or their communities. Such groups can be national in scope as long as the projects themselves are carried out at the local or regional level. Examples of CBPs are outreach and education to a specific or unique population (e.g., WPS pesticide safety take home exposure prevention lessons to farmworker families; WPS handler training to a group of agricultural pesticide handlers; WPS pesticide safety training to a group of farmworkers whose main language is Mixteco), testing the effectiveness of a method or material with the target audience (e.g., focus groups with farmworkers on the effectiveness and cultural acceptability of posters, flipcharts, or videos), or information gathering on issues or needs (e.g., a paper on challenges and training needs of agricultural pesticide handlers and proposed action). Projects must advance the safe use of pesticides and should be succinctly defined with outputs, outcomes and an end date no longer than 2 years unless there are extenuating circumstances. The exact same project should not be funded more than once but could be considered if it is the same project with a different target audience or subject matter focus.

The number and funding of CBPs/subawards will depend on the annual funding amount to the award recipient. If over \$1,000,000 of funding is received for one programmatic year, then at least \$200,000 of the annual budget will be used to fund a minimum of two CBPs (e.g., \$100,000 each for two projects or \$50,000 each for four projects). If the award recipient receives partial funding (under \$1,000,000 - \$700,000), then at least 10% of the annual budget

will be used to fund a minimum of two CBPs. If partial funding under \$700,000 is received, then 10% to 5% of the annual budget will be used to fund a minimum of one CBP. The award recipient is encouraged to provide an amount to the maximum extent practicable for new projects or to those subawardees who need funds to sustain an existing project. The award recipient should explain in their application an approach for deciding the amount(s) and project(s) they will fund if less than \$700,000 is received for the programmatic year. Subaward amounts do not need to be equally distributed among CBPs. Rather, the distribution of subaward funds should be determined by the complexity and nature of the project. For quick reference please refer to Table 1. Subawards for Community-Based Projects to determine the amount of the annual budget that will be allocated to fund CBPs.

Table 1. Subawards for Community-Based Projects

<b>Annual Funding Amount Received</b>	<b>Subaward Amount Annual Minimums</b>	<b>Subaward Project(s) Annual Minimums</b>
\$1,200,000 (full amount) to 1,000,000	\$200,000	Distributed Among Two or More
Under \$1,000,000 to \$700,000	10% of the Funding Amount Received	Distributed Among Two or More
Under \$700,000	10% - 5% of the Funding Amount Received*	Distributed Among One or More*

\*The cooperative agreement award recipient is encouraged to contribute an amount to the maximum extent practicable for new projects or to those subawardees who need funds to sustain an existing project.

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## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Background

Pesticides released into the environment as a result of their manufacture, processing, use, or disposal can threaten human health and the environment. EPA's [2018-2022 Strategic Plan](#) Goal 1 – A Cleaner, Healthier Environment, Objective 1.4 is: *Ensure Safety of Chemicals in the Marketplace*: Effectively implement the Toxic Substances Control Act, and the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) to ensure new and existing chemicals and pesticides are reviewed for their potential risks to human health and the environment and actions are taken when necessary.

The Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) is the primary federal law governing oversight of pesticide manufacture, distribution, and use in the United States. FIFRA (7 U.S.C. 136r) authorizes EPA to issue assistance agreements for research, public education, training, monitoring, demonstration, and studies. This new cooperative agreement will primarily support FIFRA through the development and availability of materials and projects on the safe use of pesticides. Regulations governing this agreement are found at 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and 2 CFR Part 1500 - Environmental Protection Agency's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The EPA Office of Pesticide Programs (OPP) assesses risks to human health and the environment while addressing the safe use of pesticides. It is EPA's goal to ensure the safety of chemicals in the marketplace by promoting safe pesticide use.

### B. Scope of Work

#### 1. Purpose and Scope

The purpose of the program is to ensure the safety of chemicals in the marketplace through projects that advance the safe use of pesticides. The U.S. Environmental Protection Agency (EPA) is soliciting applications from eligible organizations to manage projects in support of safe pesticide use and implementation of the agricultural Worker Protection Standard (WPS) and the Certification of Pesticide Applicators (CPA) regulations. The awardee will manage projects including but not limited to developing or updating materials, conducting outreach programs, providing technical assistance, and/or carrying out education and training activities. Projects will be developed with the involvement of subject matter experts (SMEs) and stakeholder organizations. Target audiences for the projects can be: pesticide applicators (certified and noncertified); certified applicators who supervise noncertified applicators; pesticide application businesses; commercial pesticide handlers; pesticide handlers;

agricultural workers; agricultural worker families; designated representatives of agricultural workers or pesticide handlers; health care providers or workers; employers and managers of agricultural establishments (as defined in the WPS); groups who must comply with the WPS; agricultural labor contractors; crop advisors and their assistants; compliance and enforcement staff; and/or trainers and educators of all aforementioned groups. Materials can be in any format and language. The award recipient will develop or update in a systematic manner, with the use of SMEs, a blueprint, study materials and a database of exam questions for at least two pesticide applicator certification categories or subcategories of a regional or national scope.

In addition, the award recipient is expected to administer subawards to nonprofit organizations for CBPs that ultimately contribute to safe pesticide use or working safely in areas where pesticides are used. CBPs will be carried out by nonprofit organizations with a focus, expertise and/or experience in improving the health and safety of farmworkers, agricultural pesticide handlers, their families and/or their communities. Such groups can be national in scope as long as the projects themselves are carried out at the local or regional level. Examples of CBPs are providing community outreach to a specific population, testing the effectiveness of a method or material, or information gathering on issues or needs. The number and funding amount for CBPs/subawards will depend on the annual funding amount for the cooperative agreement (See Table 1. in the Funding/Awards section). The award recipient of the cooperative agreement will submit in their application a plan for how they will identify, prioritize and select CBPs for funding. The cooperative agreement award recipient will define the parameters of CBPs after gathering input from at least five national, state or regional nonprofit organizations and convening a group of stakeholders representing at a minimum regulators, educators, and nonprofit organizations.

Funds can be used to complement but not duplicate projects from other cooperative agreements. EPA expects to provide an estimated \$1,200,000 annually, depending on the Agency's budget, for approximately \$6,000,000 for five years (2021 through 2026).

The 5-year cooperative agreement awarded under this program will protect the public and the environment by minimizing the misuse of pesticides.

### **Objectives**

The program objectives are to increase the number, availability, and quality of opportunities to advance the safe use of pesticides such as developing or updating materials, conducting outreach programs, providing technical assistance, and/or carrying out education and training activities to assist in the implementation of the WPS and CPA regulations so that pesticides are used safely and correctly, and the risk of exposure is minimized.

### **2. Activities to be Funded**

Activities to be funded under this cooperative agreement support the purpose and objectives listed above and include, but are not limited to, the following:

- a) Developing a plan before beginning any project. The project plan will include: goals; objectives and outputs; SMEs and others involved; target audience(s); milestones; timeline; budget; and getting input and feedback from stakeholders and/or the regulated community as appropriate on the project plan itself, at the drafting stage of materials or other tools before use, and on the utility and effectiveness of the project after it has been in use. The project will include at least one evaluation of its utility and effectiveness with feedback from the target audience after it has been in use. Such feedback will be used to improve on future projects. Each project will conclude with a project report including all the above;
- b) Soliciting project ideas and proposals from pesticide program co-regulators, Pesticide Safety Education Program (PSEP) coordinators, stakeholders, and other interested parties;
- c) Identifying and working with SMEs and technical experts on projects and material development such as: copy-editors, artists, graphic designers, photographers, videographers, video editors, programmers, and/or translators;
- d) Sharing, publishing, reproducing, distributing, and/or posting electronic materials;
- e) Permitting the use of materials by state, tribal and local governments that carry out delegated federal environmental programs as co-regulators or act as official partners with EPA to carry out a national environmental program within their jurisdiction (See Section VI.F. on copyrights);
- f) Encouraging collaborators, and stakeholders to also announce the availability of materials and resources (as appropriate);
- g) Managing budgets, accounting, payments, and reimbursements;
- h) Developing standard operating policies on activities such as: identifying resource needs, developing materials, utilizing SMEs and technical experts;
- i) Following requirements for granting and managing subawards, including choosing subawardees, reporting, payments and reimbursements.

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

Pursuant to Section 6a of EPA Order 5700.7A1, “[Environmental Results under EPA Assistance Agreements](#)”, EPA must link proposed assistance agreements to the Agency’s Strategic Plan. EPA also requires that applications and recipients of grants and cooperative agreements adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see Linking Assistance Agreements to Environmental Results <https://www.epa.gov/grants/linking-assistance-agreements-environmental-results>).

#### **1. Linkage to EPA Strategic Plan**

The activities to be funded under this announcement support EPA’s FY [2018-2022 Strategic Plan](#). Awards made under this announcement will support Goal 1 – A Cleaner, Healthier Environment, and Objective 1.4: *Ensure Safety of Chemicals in the Marketplace*” which states: “Effectively implement the Federal Insecticide, Fungicide,



and Rodenticide Act to ensure new and existing chemicals and pesticides are reviewed for their potential risks to human health and the environment and actions are taken when necessary”. All applications must be for projects that support the goals and objectives identified above.

Please read EPA’s FY 2018-2022 Strategic Plan ([www.epa.gov/planandbudget/strategicplan](http://www.epa.gov/planandbudget/strategicplan)) for more information.

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements, [www.epa.gov/sites/production/files/2015-03/documents/epa\\_order\\_5700\\_7a1.pdf](http://www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf)).

Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goals and objectives described above.

The purpose of the program is to ensure the safety of chemicals in the marketplace through projects that advance the safe use of pesticides.

## **2. Outputs**

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

The anticipated outputs of this cooperative agreement are to successfully accomplish the activities listed in Section I.B.2, as well as, any additional activities proposed by the applicants. Examples of anticipated outputs from the cooperative agreement to be awarded under this announcement include, but are not limited to:

- a) Pamphlets, presentations, fact sheets, or courses;
- b) photographs, videos, webinars, web pages, on-line or computer-based training, or web page content;
- c) exam blueprints, exam items and exam item banks, guides, syllabi, databases, or spreadsheets;
- d) pesticide safety applications (apps) for smartphones, tablets, or other electronic devices;
- e) manuals, handbooks, study guides or similar materials; and/or
- f) programs, scripts, or activity guides.

Examples of materials developed under a previous cooperative agreement can be found

at [www.pesticideresources.org](http://www.pesticideresources.org).

Project reports and quarterly and final reports will require outputs, as specified in Section VI.D. “Reporting Requirement,” of this RFA.

### **3. Outcomes**

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

Examples of anticipated environmental outcomes include, but are not limited to:

- a. Enhancing the capabilities of partners and stakeholders to develop and implement programs and activities that prevent and reduce pesticide risks to humans, communities, and ecosystems;
- b. Educating agricultural workers, certified and noncertified pesticide applicators, pesticide handlers and others on the safe use of pesticides;
- c. Protecting humans, communities, and ecosystems from illness and injury caused by exposure to pesticides.

### **4. Performance Measures**

The applicant should develop and describe performance measures they expect to achieve through the proposed activities. These performance measures will help gather insights and will be the mechanism to track progress concerning successful processes and output and outcome strategies and will provide the basis for developing lessons to inform future projects. It is expected that the description of performance measures will directly relate to the project outcomes and outputs. The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

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

The description of performance measures should include:

- a) Overall five-year and annual goals, objectives, and examples of outputs and outcomes.
- b) Regular reports that document all activities and efforts on project implementation and track and measure progress achieved toward the outputs, outcomes, and milestones met in the overall five-year plan and each annual plan.
- c) A final report that demonstrates the success of the program provides lessons

learned and suggests how to carry the program forward and build on its success.

#### **D. Statutory Authority**

The statutory authority for this action is Section 20 of Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), 7 U.S.C. 136r which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration, and studies. This cooperative agreement will support FIFRA by carrying out projects that advance the safe use of pesticides.

## **II. AWARD INFORMATION**

### **A. What is the amount of funding available?**

The total estimated amount available for award under this announcement is up to \$6,000,000, depending on availability of funds. EPA anticipates awarding an estimated \$1,200,000 in fiscal year 2021. At the conclusion of the first-year period of performance, incremental funding of an estimated \$1,200,000 may be made available for each additional year allowing the project to continue for a total of five (5) years depending on Agency priorities, available funding levels, satisfactory performance of the recipient, and other applicable considerations. EPA reserves the right to reject all applications and make no awards.

### **B. Partial Funding**

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

### **C. How many agreements will EPA award in this competition?**

EPA anticipates awarding one cooperative agreement subject to the availability of funds and quality of evaluated applications, and other applicable considerations.

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.

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

#### **D. What is the project period for awards resulting from this solicitation?**

The estimated project period for the award resulting from this solicitation will begin in August 2021. The proposed project period is up to five (5) years.

#### **E. Funding Type**

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

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;
3. In accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement(s);
4. Reviewing qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. Review and approval of the substantive terms of subaward agreements; and
6. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

### **III. ELIGIBILITY INFORMATION**

#### **A. Eligible Entities**

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

Non-profit organization, as defined by 2 CFR Part 200, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that 2 CFR Part 200 specifically excludes the following types of organizations from the definition of "non-profit organization" because they are separately defined in the regulation: (i) institutions of higher education; and (ii) state, local and federally recognized Indian tribal governments. While not considered to be a "non-profit organization(s)" as defined by 2 CFR Part 200, Institutions of Higher Education and state, local and federally recognized Indian tribal governments are, nevertheless, eligible to submit

applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.70 are also eligible to apply.

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

## **B. Cost Sharing or Matching**

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

## **C. Threshold Eligibility Requirements**

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Applications will be eliminated from the competition if the threshold eligibility criteria listed below are not met. Only applications from eligible entities (See Above) that meet all these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

### **1. Application Content and Submission**

- a.* Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected.
- b.* Where a page limit is expressed in Section IV with respect to the application, or parts thereof, pages in excess of the page limitation will not be reviewed.
- c.* Applications must be submitted through [Grants.gov](https://www.grants.gov) as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their application is timely submitted.
- d.* Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues. An applicant's failure to timely submit their application through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in [www.SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with Stephanie Burkhardt at [burkhardt.stephanie@epa.gov](mailto:burkhardt.stephanie@epa.gov) as soon as possible after the submission deadline –

- failure to do so will result in your application not being reviewed.
2. EPA will consider only one application from each eligible applicant including units of government and Institutions of Higher Education (IHE). If EPA receives more than one application from an eligible applicant (e.g. different agencies of a governmental unit or different departments of the same IHE) EPA will refer the applications back to the applicant for a decision regarding which application the applicant wants EPA to consider.
  3. Applicants must be eligible to receive funding under this announcement (See Section III.A.).
  4. The proposed project period of performance must not exceed five years.
  5. The maximum funding level requested for the first year of the project must not exceed \$1,200,000. Applications requesting more than the maximum funding will be rejected.
  6. Applications must support EPA Strategic Plan Goal 1, Objective 1.4; “*Ensure Safety of Chemicals in the Marketplace*” (See Section I).
  7. Submissions must contain specific outputs and outcomes and state how those will be measured and documented.
  8. The proposal must address all the requirements listed in Section I.B. “Scope of Work”.
  9. All in-person meetings (including conferences and workshops) must take place in the U.S., including territories.
  10. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities (e.g. trainee stipends), that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

##### **A. Requirement to Submit through Grants.gov and Limited Exception Procedures**

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

**Mailing Address:**

OGD Waivers  
c/o Jessica Durand  
USEPA Headquarters  
William Jefferson Clinton Building  
1200 Pennsylvania Ave., N. W.  
Mail Code: 3903R  
Washington, DC 20460

**Courier Address:**

OGD Waivers  
c/o Jessica Durand  
Ronald Reagan Building  
1300 Pennsylvania Ave., N.W.  
Rm # 51278  
Washington, DC 20004

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

- Funding Opportunity Number (FON) EPA-HQ-OPP-2020-002;
- Organization Name and Unique Entity Identifier (e.g., DUNS);
- Organization's Contact Information (email address and phone number); and
- An explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through [Grants.gov](https://www.grants.gov).

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2020, it is valid for any competitive or non-competitive application submission to EPA through



December 31, 2020). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through [Grants.gov](https://www.grants.gov) for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2019 with a submission deadline of January 15, 2020, the applicant would need a new exception to submit through alternative methods beginning January 1, 2020.

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

#### **B. Grants.gov Application Submission Instructions (see Appendix A)**

Your organization's Authorized Official Representative (AOR) must submit your complete application electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **September 16th, 2020, 11:59 PM Eastern Time**. Please allow for enough time to successfully submit your complete application and allow for unexpected errors that may require you to resubmit.

#### **C. Content of Application Package Submission**

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

1. **Grant Application Forms.** Please complete the forms as appropriate:
  - a. Standard Form (SF) 424, *Application for Federal Assistance*  
Complete the form available in the Grants.gov Workspace. There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1- 866-705-5711. Alternatively, applicants may also request a DUNS number online by going to <http://fedgov.dnb.com/webform> and following the instructions for a cooperative agreement.
  - b. SF-424A, *Budget Information for Non-Construction Programs*  
Complete the form available in the Grants.gov Workspace. There are no attachments.
  - c. EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants and Recipients Requesting Federal Financial Assistance*
  - d. EPA Form 5700-54, *Key Contacts Form*



**2. Narrative Proposal (as described below)** submitted using the Project Narrative Attachment Form

**Narrative Proposal**

The Narrative Proposal must contain all parts (a) through (h) described below, in sequential order as shown. Each page must be numbered, formatted for 8.5 x 11 inch paper, single-spaced and text in 11-point font. Electronic files must be named legible and in Adobe Acrobat PDF or MS Word for Windows. Submit electronic files for the narrative proposal with the name “NarrProp” followed by the number of the narrative proposal file in sequential order if there is more than one file. (Example: NarrProp1, NarrProp2...) The project narrative cannot exceed 40 pages (this does not include the Budget Narrative or Attachments). Each page past the limit will not be considered. Federal forms, resumes, and letters will not count toward the page limit.

- a) **Cover Page:** The cover page must list the following information with the letterhead for your organization:
  - EPA Funding Opportunity Number: [EPA-HQ-OPP-2020-002]
  - Project Title:
  - Project Coordinator:
  - Organization Name and Address:
  - Telephone No.:                      Email Address:
  - Project Duration (anticipated start date and end no later than date):
  - First Year Funding Request:
  - Total Funding Request (for the entire five-year project):
  - DUNS number:
  
- b) **Table of Contents:** A table listing the different parts of the application and the page number on which each part begins.
  
- c) **Executive Summary:** A stand-alone, concise description of the project with objectives, outputs, and outcomes; and one sentence assuring that your organization meets the eligibility factors, as listed in Section III (Eligibility Information).
  
- d) **Narrative Proposal Workplan:** The narrative proposal workplan must directly and explicitly describe how the proposed project meets the guidelines in Sections I – III of this announcement (including the requirements in Section I and the threshold eligibility criteria in Section III) and all evaluation criteria set forth in Section V.

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

**Project title**

**Part I. Project Scope and Approach (See section I-B)**

- a. Project Scope, Goal, and Objectives  
Explain how the overall approach and plan will meet program objectives.

Describe a plan that includes the following:

- Purpose Statement - A one sentence description of what will be accomplished as a result of the project that benefits the public and potential audience(s) served.
- Stated goal and a numbered list of concisely written objectives linked to the purpose of the program that are specific, realistic, and measurable.
  - How the goal and objectives are linked to EPA Strategic Plan Goal 1, Objective 1.4 *Ensure Safety of Chemicals in the Marketplace*.

b. Project Design/Detailed Workplan

Describe in detail the approach for establishing a program to manage projects that expand and enhance pesticide safety, and include:

- The use of project plans.
- A well-conceived approach to identify priority needs.
  - Explain the process and some of the considerations used to identify priorities for projects including who would be involved and how the decision would be made and communicated to EPA's partners and stakeholders.
- Giving and administering subawards to nonprofit organizations for CBPs.
  - Explain the process for identifying, prioritizing, and selecting CBPs for funding.
  - Clearly describe the process for defining parameters of CBPs and identifying potential stakeholders whose input will be considered.
  - Explain the approach that will be used for deciding the amount(s) and project(s) funded if less funding is received for the programmatic year.
  - Describe the expected CBPs outputs and outcomes and how progress towards achieving them will be tracked and measured, and how the project(s) will be evaluated.
  - Define the method for tracking and reporting progress of CBPs with regards to achieving the expected outputs and outcomes to the award recipient and EPA.
- A list of outputs linked to expected outcomes, and the changes or benefits to human health and the environment that are anticipated.
- How lessons learned from previous or existing efforts will be used or considered for this project.
  - How the workplan builds upon or considers lessons learned from previous or existing efforts and how they will be used or considered to benefit this project.
- A clear and practical approach to evaluate performance.

- Clearly describe the expected project outputs and outcomes and how progress towards achieving them will be tracked and measured, and how the project will be evaluated.
  - A well-conceived approach for tracking and reporting progress towards achieving the expected outputs and outcomes to EPA.
    - The reports and content of reports to EPA.
      - One final report for each project that includes the project plan and results.
      - Regular reports that document all activities and efforts on project implementation, and track and measure progress achieved toward the outputs, outcomes, and milestones met in the overall five-year plan and each annual plan including stakeholder's involvement and customer satisfaction measures.
- c. Project Milestone Schedule
- Provide a milestone schedule that:
- Covers each of the five years of the cooperative agreement, with a breakout of the project activities into phases with associated tasks and a timeframe for completion of tasks, and;
  - Includes an approach, procedures, and controls for ensuring that awarded grant funds, including subawards, will be expended in a timely and efficient manner.

## **Part II. Outreach, Transferability, and Sustainability**

- a. Describe the applicant's history of working with a broad range of local, state, and national stakeholders.
- b. Explain how the project design promotes meaningful involvement of stakeholders. Provide evidence of stakeholder participation and partnership in the project. Describe the potential collaborators, partnerships, coalitions and/or existing networks you offer to increase possibility of overall project success, including CBPs. State the roles these people or organizations will play in the project.
- c. Outline how the project will be disseminated and promoted to ensure project information and outcomes are clearly presented and reach the intended audience and potential audiences.
- d. Describe how the project will ensure that information and outcomes will be of use to other organizations and stakeholders so that the project may continue after EPA funding ends. Describe plans for providing long-term preservation of, and public access to, the materials/resources/tools developed under the award (including data generated under CBPs/subawards and contracts) funded in whole or in part by EPA.

**Part III. Programmatic Capability and Environmental Results Past Performance**  
(See Section I)

Clearly and specifically describe applicant resources available to support the project, including personnel and unbiased, accurate, and up to date pesticide information. Your response should include:

- a. A list of federally and/or non-federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope, and relevance to the proposed project that your organization managed within the last three years (no more than 5 agreements and preferably EPA agreements) and how these experiences will assist with timely and successfully achieving the objectives of the proposed project. Include the names, email addresses, and phone numbers of the Project Officers from both the funding entity and your organization.
- b. Describe whether and how your organization was able to successfully complete and manage those past agreements.
- c. Your organization's history of meeting the reporting requirements under the past agreements including whether you submitted adequately and timely reports on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.
- d. Your organization's staff expertise/qualifications, staff knowledge, and resources or the ability to obtain the to successfully achieve the goals of the proposed project.

In evaluating applicants under these factors, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

**Part IV. Budget Narrative** (See APPENDIX A - Budget Detail Sample) **(not included in 40 page limit)**

In addition to the SF-424A form, prepare an overall budget for allocation of \$6,000,000, over five years listing estimated amounts for each budget category (See Example Budget Table 2). Prepare a detailed budget and narrative for the first incremental funding (Year 1 of the cooperative agreement) for an estimated \$1,200,000 (See Example Budget Table 1). Explain the need for funding under each of the appropriate budget categories as listed below and ensure that the appropriate amount for subawards (See Table 1. in

the Funding/Awards section) is included. Include both federal and voluntary (non-federal) cost share/match if applicable. For each category, indicate which portions of the costs will be paid with EPA or voluntary cost share/match funds (if applicable). Link each task or activity from the project workplan to the associated resources needed to accomplish the activity.

Include sufficient detail for EPA to determine if the costs are eligible, allocable, reasonable, and allowable. For more information, see <https://www.epa.gov/grants/epa-grants-overview-applicants-and-recipients> and the Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance at: <https://www.epa.gov/grants/rain-2019-g02>

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

- a. **Personnel** - Include only direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full or part-time employee. Consultants, contractors, or employees of other partner organizations are not "personnel".
- b. **Travel** - Include the travel location(s), estimated number of trips, estimated total mileage, applicable reimbursement rate, and number of nights lodging required throughout the entire project period for your personnel only. Travel for consultants, contractors, subawardees, or partner organizations goes in "Other Direct Costs".
- c. **Equipment** - Include only equipment proposed purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include costs for each item.
- d. **Supplies** - Include tangible personal property other than equipment. Include a brief description of the supplies required to perform the work and categorized by major supply category. Examples: office supplies, computer supplies, etc.
- e. **Contractual (including consultant) Services** - List services and associated costs that are to be carried out by an individual or organization other than the applicant in the form of a procurement relationship. Consultants are contractors. Include a brief description of the scope of work or services to be provided.

**NOTE:**

Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an

applicant selected for award has named a specific subrecipient, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering, or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

**Refer to Section IV.d. of EPA's Standard Solicitation Clause for more information on this important topic.**

- f. Other Direct Costs-** Include only those types of direct costs that do not fit in any of the other budget categories. Examples include: occasional photocopying at commercial locations (printing and binding services are contractual), rental of meeting space or instructional facilities, and sub-award costs.
- g. Subawards -** Any award of financial assistance by any legal agreement made by the recipient to an eligible sub-recipient. Funding may be used to provide subawards of financial assistance, which includes using subawards to fund partnerships, provided the recipient complies with applicable requirements for subawards including those contained in 2 CFR Part 200. Applicants must provide a line item amount for subawards in the Budget Narrative for the "Other Direct Costs" category.

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

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

**e) Attachment A: Timetable (not included in 40 page limit)**

Provide a timetable for each project objective.

**f) Attachment B: Letters of Support (Optional) (not included in 40 page limit)**

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

**g) Attachment C: Resumes (not included in 40 page limit)**

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

**h) Attachment D: Application Checklist (Optional) (not included in 40 page limit)**

Applicants may choose to use this checklist to confirm submission of all application components. It is not required.

**D. Submission Dates and Times**

The closing date and time for submission of applications is September 16<sup>th</sup>, 2020, at 11:59 pm Eastern Time (ET). Applications submitted after the closing date and time will not be considered for funding.

**E. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at [EPA Solicitation Clauses](#). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

**V. APPLICATION REVIEW INFORMATION**

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criteria set forth below.

Applicants must directly and explicitly address these criteria as part of their application package submittal in the project narrative. Each application will be rated under a points system, with a total of 100 points possible.

## A. Evaluation Criteria

Criteria	Max# Points	Total points
<b>Part I. Project Scope &amp; Approach</b>		<b>47</b>
<b>1. Purpose, Goal and Objectives</b>		
Applications will be evaluated on the extent and quality to which the narrative proposal workplan has:		
1.1) a one sentence purpose statement explaining what will be accomplished as a result of the project that benefits the public and potential audience(s) served.	2	(7)
1.2) and a goal and numbered list of concisely written objectives linked to the purpose of the program that are specific, realistic and measurable, and align with EPA Strategic Plan Goal 1, Objective 1.4.	5	
<b>2. Project Design</b>		
Applications will be evaluated on the extent and quality to which the narrative proposal workplan as described on Section IV.C.d. Part I:		
2.1) has a well-conceived approach and plan to identify, prioritize and select projects and subawards, including subawards for CBPs.	10	(30)
2.2) a list of outputs linked to expected outcomes, and the changes or benefits to human health and the environment that are anticipated.	5	
2.3) the workplan builds upon or consider lessons learned from previous or existing efforts and explains how they will be used or considered to benefit this project.	5	
2.4) has a clear and practical approach to evaluate performance.	5	
2.5) has a well-conceived approach for tracking and reporting progress toward achieving the outputs and outcomes to EPA.	5	
<b>3. Project Milestone Schedule</b>		
Applications will be evaluated on the extent and quality to which the milestone schedule in the narrative proposal workplan:		
3.1) covers each of the five years of the cooperative agreement with a breakout of the project activities into phases with associated tasks and a timeframe for completion of tasks.	5	(10)
3.2) includes an approach, procedures, and controls for ensuring that awarded funds, including subawards for CBPs, will be expended in a timely and efficient manner.	5	
<b>Part II. Outreach, Transferability and Sustainability</b>		<b>8</b>
Under this criterion, applicants will be evaluated based on the extent and quality to which the project accomplishes the requirements listed under Section IV.C.d. Part II:		
1) Describes the applicant's history of working with a broad range of local, state and national partners and stakeholders.	2	
2) Explains how the project design promotes meaningful involvement of partner organizations. Provide evidence of stakeholder participation and partnership in	2	



Criteria	Max# Points	Total points
the project. Describe the potential collaborators, partnerships, coalitions and/or existing networks you offer to increase possibility of overall project success, including CBPs. State the roles these people or organizations will play in the project.		(8)
3) Outlines how the project will be disseminated and promoted to ensure project information and outcomes are clearly presented and reach the intended audience and potential audiences.	2	
4) Describes how the project will ensure that information and outcomes will be of use to other organizations and stakeholders so that the project may continue after EPA funding ends. Describe plans for providing long-term preservation of, and public access to, the materials/resources/tools developed under the award (including data generated under CBPs/subawards and contracts) funded in whole or in part by EPA.	2	
<b>Part III. Programmatic Capability and Environmental Results Past Performance –</b> (Please refer to Section IV.C.d-Part III) Clearly and specifically describe applicant resources available to support the project. The ability to successfully complete and manage the proposed project taking into account the applicant’s:		<b>20</b>
1) organizational experience and plan for timely and successfully achieving the objectives of the proposed project.	5	
2) past performance in successfully completing and managing the assistance agreements identified in Section IV.C.d-Part III of the solicitation	5	
3) history of meeting the reporting requirements under the assistance agreements identified in Section IV.C.d-Part III of the solicitation, 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 toward achieving the expected outputs and outcomes of those agreements and if such progress was not being made whether the applicant adequately reported why not.	5	(20)
4) staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.	5	
NOTE: for (2) and (3) the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants that do not have any relevant or available past performance or past reporting information, should indicate so in the proposal and will receive a neutral score for these subfactors (items (2) and (3) above – a neutral score is half of the total points available in a subset of possible points). If an applicant does not provide any response for these items, they may receive a score of 0 for these factors.		

Criteria	Max# Points	Total points
<b>Part IV. Budget (Narrative and Forms)</b> – (Please refer to Section IV.C.d - Part IV and APPENDIX A) Applications will be evaluated on the extent to which the applicant:		<b>25</b>
1) includes, in addition to the SF-424A form, an overall budget for allocation of \$6,000,000 over five years, listing estimated amounts for each budget category, and a detailed budget and narrative for the first incremental funding (Year 1 of the cooperative agreement) for an estimated \$1,200,000. The proposal explains or outlines the need for funding under each of the following budget categories: personnel, travel, equipment, supplies, contractual (including consultant) services, and subawards and indicates which portions of the costs will be paid with EPA or voluntary cost share/match funds if applicable. Ensure that the appropriate amount for subawards is included.	10	(25)
2) links each task or activity from the project workplan to the associated resources needed to accomplish the activity.	5	
3) includes costs that are eligible, allocable, reasonable, and allowable. Applicants should provide enough detail for EPA to make this determination.	10	
<b>TOTAL</b>		<b>100</b>

**B. Review and Selection Process**

EPA will use a consensus scoring approach to rank each application based on the criteria listed above. Under this approach, a panel of EPA reviewers will review each application independently before coming together as a panel to discuss each proposal and arrive at a consensus score for each criterion. The review panel will sum the total scores and recommend the top ranked application(s) to the selection official. The selection official will review the recommendation and the associated application(s) and may also consider funding availability and programmatic priorities before reaching a final decision.

**C. Additional Provisions Incorporated by Reference**

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

**VI. AWARD ADMINISTRATION INFORMATION**

**A. Award Notification**

Following evaluation of applications, all applicants will be notified regarding their status.

**1. Successful Applicants:** EPA anticipates notification to the successful applicant will be made via telephone, email, or postal mail by May 2021. The notification will be sent to the original signer of the application or the project contact listed in the application. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award.

This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The selection official may also consider programmatic priorities and the similarity of the project to other projects already being funded by the EPA. The award notice signed by the EPA grants officer is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

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

**2. Unsuccessful Applicants:** EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail by May 2021. The notification will be sent to the original signer of the application or the project contact listed in the application.

## **B. Pre-award Costs**

In accordance with 2 CFR 1500.8, EPA award recipients may incur allowable project costs 90 calendar days before the federal awarding agency makes the federal award. Expenses more than 90 calendar days pre-award require prior approval of EPA. All costs incurred before EPA makes the award are at the recipient's risk. EPA is under no obligation to reimburse such costs if for any reason the recipient does not receive a federal award or if the federal award is less than anticipated and inadequate to cover such costs.

## **C. Administrative and National Policy Requirements**

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: [Introduction to Regulations, Policies, and Guidance for EPA Grants](#).

If a conference, workshop, or webinar 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 (e.g., registration fees) be generated from this event?

**Indirect costs (IDCs) may be budgeted and charged by recipients of Federal assistance agreements in accordance with [2 CFR Part 200](#). EPA’s [Indirect Cost Policy for Recipients of EPA Assistance Agreements](#) (IDC Policy) implements the Federal regulations, and the following applies to all EPA assistance agreements, unless there are [statutory or regulatory limits on IDCs](#).**

In order for an assistance agreement recipient to use EPA funding for indirect costs, the IDC category of the recipient’s assistance agreement award budget must include an amount for IDCs and at least one of the following must apply:

- With the exception of “exempt” agencies and Institutions of Higher Education as noted below, all recipients must have one of the following current (not expired) IDC rates, including IDC rates that have been extended by the cognizant agency:
  - Provisional;
  - Final;
  - Fixed rate with carry-forward;
  - Predetermined;
  - 10% de minimis rate authorized by 2 CFR 200.414(f)
  - EPA-approved use of one of the following:
    - 10% de minimis as detailed in section 6.3 of the IDC Policy; or
    - Expired fixed rate with carry-forward as detailed in section 6.4.a. of the IDC Policy.
- “Exempt” state or local governmental departments or agencies are agencies that receive up to and including \$35,000,000 in Federal funding per the department or agency’s fiscal year, and must have an IDC rate proposal developed in accordance with [2 CFR 200 Appendix VII](#), with documentation maintained and available for audit.
- Institutions of Higher Education must use the IDC rate in place at the time of award for the life of the assistance agreement (unless the rate was provisional at time of award, in which case the rate will change once it becomes final). As provided by [2 CFR Part 200, Appendix III\(C\)\(7\)](#), the term “life of the assistance agreement” , means each competitive segment of the project. Additional information is available in the regulation.

IDCs incurred during any period of the assistance agreement that are not covered by the provisions above are not allowable costs, and must not be drawn down by the recipient. Recipients may budget for IDCs pending approval of their IDC rate by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of the IDC

Policy. However, recipients may not draw down IDCs until their rate is approved or EPA grants an exception.

The IDC Policy does not govern indirect rates for subrecipients or recipient procurement contractors under EPA assistance agreements. Pass-through entities are required to comply with [2 CFR 200.331\(a\)\(4\)](#) when establishing indirect cost rates for subawards.

See the [Indirect Cost Guidance for Recipients of EPA Assistance Agreements](#) for additional information.

#### **D. Reporting Requirements**

The successful applicant will be required to submit project activity reports throughout the duration of the project, as frequently as quarterly, as directed by the EPA Project Officer. Project activity reports must address the status of all objectives and activities outlined in the project (including measures), any changes in key personnel, and incurred project expenses. A final project report is also required 90 days following the end of the project period. All reports should be submitted electronically.

#### **E. Debriefings**

Unsuccessful applicants interested in requesting a debriefing should refer to the procedures for debriefings in the [Dispute Resolution Procedures](#), which can also be found at [70 FR \(Federal Register\) 3629, 3630 \(January 26, 2005\)](#). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Please note that the FR notice referenced above refers to regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding this, the procedures for competition-related debriefings and disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

#### **F. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures>. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

#### **G. Copyrights**

In accordance with 2 CFR 200.315, EPA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, for federal government purposes, copyrighted works developed under a grant, subaward or

contract under a grant or subaward. Examples of federal purpose include but are not limited to: (1) Use by EPA and other federal employees for official Government purposes; (2) Use by federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in federal depositories; (5) Use by state, tribal and local governments that carry out delegated federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction; and (6) Limited use by other award recipients to carry out federal grants provided the use is consistent with the terms of EPA’s authorization to the award recipient to use the copyrighted material.

#### **H. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at [EPA Solicitation Clauses](#). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

### **VII. AGENCY CONTACT**

If you have questions or need additional information regarding this announcement, please contact Stephanie Burkhardt via e-mail at [burkhardt.stephanie@epa.gov](mailto:burkhardt.stephanie@epa.gov) or by postal mail at EPA Office of Pesticide Programs, 1200 Pennsylvania Avenue, N.W. (Mail Code 7506P), Washington, DC 20460.

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



## APPENDIX A – Submission Instructions

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

Applicants need to ensure that the AOR who submits the application through Grants.gov and whose Unique Entity Identifier (e.g., DUNS number) is listed on the application is an AOR for the applicant listed on the application. Additionally, the Unique Entity Identifier listed on the application must be registered to the applicant organization's SAM account. If not, the application may be deemed ineligible.

To begin the application process under this grant announcement, go to [Grants.gov](https://www.grants.gov) and click on "Applicants" on the top of the page and then "Apply for Grants" from the dropdown menu and then follow the instructions accordingly. Please note: To apply through Grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit [Adobe Reader Compatibility Information on Grants.gov](https://www.adobe.com/reader/compatibility).

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](https://www.grants.gov). Go to [Grants.gov](https://www.grants.gov) and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-HQ-OPP-2020-002, or the CFDA number that applies to the announcement (CFDA 66.716), in the appropriate field and click the Search button.

Please Note: All applications must now be submitted through [Grants.gov](https://www.grants.gov) using the "Workspace" feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](https://www.grants.gov/workspace).

**Application Submission Deadline:** Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **September 16<sup>th</sup>, 2020** by **11:59 PM (ET)**. Please allow for enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit.

Please submit *all* of the application materials described below using the Grants.gov application package accessed using the instructions above.

## Application Materials

**The following forms and documents are required under this announcement, as described in Section IV.C of the RFA:**

### Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 – Preaward Compliance Review Report
5. Narrative Proposal (Project Narrative and Budget Narrative) - prepared as described in Section IV.C.2.a)-h) of this announcement.

Applications submitted through [Grants.gov](https://www.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 Stephanie Burkhardt, at (703) 347-8654. Failure to do so may result in your application not being reviewed.

### A. Technical Issues with Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.
2. Submitting the application. The application package must be transferred to [Grants.gov](https://www.grants.gov) by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your complete application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.** The [Grants.gov](https://www.grants.gov) support desk operates 24 hours a day, seven days a week, except Federal Holidays. A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission. Note: Grants.gov issues a “case number” upon a request for assistance.



3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions does not resolve the problem so that the application is submitted to [Grants.gov](https://www.Grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Stephanie Burkhardt at [burkhardt.stephanie@epa.gov](mailto:burkhardt.stephanie@epa.gov) with the FON in the subject line. If you are unable to email, contact Stephanie Burkhardt at (703) 347-8654. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.Grants.gov) or relevant [www.Sam.gov](https://www.Sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.
- a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call [Grants.gov](https://www.Grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Stephanie Burkhardt at (703) 347-8654.
  - b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [Grants.gov](https://www.Grants.gov) due to electronic submission system issues or unforeseen exigent circumstances, send an email message to Stephanie Burkhardt at [burkhardt.stephanie@epa.gov](mailto:burkhardt.stephanie@epa.gov) prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
  - c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal and it is too late to reapply, promptly send an email to Stephanie Burkhardt at [burkhardt.stephanie@epa.gov](mailto:burkhardt.stephanie@epa.gov) with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by [Grants.gov](https://www.Grants.gov) and attach the entire application in PDF format.

Please note that successful submission through [Grants.gov](https://www.Grants.gov) or via email does not necessarily mean your application is eligible for award.

## Budget Detail Sample

This section of the Project Narrative is a detailed description of the budget found in the Standard Form (SF-424A) and must include a detailed discussion of how EPA funds will be used. In addition to submitting the SF-424A form, the proposal must explain or outline the need for funding under each of the budget categories indicating which portions of the costs will be paid with EPA or voluntary cost share/match funds if applicable. Additional information can be found at EPA's [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#).

Applicants must **itemize costs** related to personnel, fringe benefits, travel, equipment, supplies, contractual costs (including consultant services), subawards and other direct costs, indirect costs, and total costs. The budget narrative must include an overall budget table for allocation of \$6,000,000 over five years for each budget category (See Example Budget Table 2) and a detailed budget table and narrative for the first incremental funding (Year 1 of the cooperative agreement) for an estimated \$1,200,000 (See Budget Table 1); ensure that the appropriate amount for subawards (See Table 1. in the Funding/Awards section) is included.

If the project budget includes any voluntary cost share, the Budget Detail portion of the project narrative must include a detailed description of how the applicant will obtain the cost share and how the cost share funding will be used. If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. If the proposed cost share is to be provided by a third-party, a letter of commitment is required. Any form of cost share included in the Budget Detail must also be include on the SF-424 and SF-424A. Please see Section III.B of this RFA for more detailed information on cost share.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- **Personnel – List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services) as cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, or non-employee program participants (e.g. interns or volunteers) which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

- **Fringe Benefits – Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.
- **Travel – Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including individual consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, and non-employee program participants (e.g. trainees) which are included in the “Other” category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken.
- **Equipment – Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR 200.94. The budget detail must include an itemized listing of all equipment proposed under the project. Note: If your organization has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000 then that threshold takes precedence.
- **Supplies – “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual – Identify each type of proposed contract and specify its purpose and estimated cost.** Contractual services (including consulting services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. EPA’s Subaward Policy and supplemental Frequent Questions has detailed guidance available for differentiating between contractors and subrecipients.

Leased or rented goods (equipment or supplies) should be included in the “Other” category. EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of \$3,500 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g. consulting) that are widely available in the commercial market. Refer to [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

- **Other – List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance; rental/lease of equipment or supplies; equipment service or maintenance contracts; printing or photocopying; participant support costs such as non-employee training stipends and travel, subsidies or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the “Other” category and include the estimated amount of participant support costs in a separate line item.
  - **Subawards (e.g., subgrants) – List the funding amount of each CBP/subaward (refer to Table 1. In Funding/Awards section).** Subawards are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient event if the agreement is referred to as a contract. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the “Other” category and a description of the types of activities to be supported. Refer to [EPA Subaward Policy for EPA Assistance Agreement Recipients](#) and [Additional Resources](#) for additional guidance.
- **Indirect Charges – If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the award recipient for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost.

Examples of Indirect Cost Rate calculations are shown below:

- Personnel (Indirect Rate x Personnel = Indirect Costs)

- Personnel and Fringe ( $\text{Indirect Rate} \times \text{Personnel \& Fringe} = \text{Indirect Costs}$ )
- Modified Total Direct Costs ( $\text{Indirect Rate} \times \text{Modified Total direct costs} = \text{Indirect Costs}$ )
- Direct Costs minus distorting or other factors such as contracts and equipment ( $\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors}) = \text{Indirect Costs}$ )

**Example Budget Table 1\***

<b>DETAILED FIRST YEAR BUDGET</b>	<b>EPA Funding</b>	<b>**Cost Share</b>
<b>Personnel</b>		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(4) Project Staff @ \$37.05/hr x 40 hrs/week x 50 wks	\$300,000	
<b>TOTAL PERSONNEL</b>	<b>\$300,000</b>	<b>\$20,800</b>
<b>Fringe Benefits</b>		
20% of Salary and Wages	20% (300,000)	20% (20,800)
- Retirement, Health Benefits, FICA, SUI	\$60,000	\$4,160
<b>TOTAL FRINGE BENEFITS</b>	<b>\$60,000</b>	<b>\$4,160</b>
<b>Travel</b>		
Travel for Project Manager and staff: 10000 mi/mo @ \$0.55/mi x 12 mos.	\$6,600	
<b>TOTAL TRAVEL</b>	<b>\$6,600</b>	
<b>Equipment</b>		
<b>TOTAL EQUIPMENT</b>	<b>\$10,000</b>	
<b>Supplies</b>		
Office and related supplies to support material development	\$20,000	
<b>TOTAL SUPPLIES</b>	<b>\$20,000</b>	
<b>Contractual</b>		
Support Services Contract	\$323,400	
<b>TOTAL CONTRACTUAL</b>	<b>\$323,400</b>	
<b>Other</b>		
Subawards Costs	\$150,000	
Other Subaward costs (e.g. CPB subawards)	\$200,000	
Participant Support Costs (exempt from indirect costs)	\$50,000	
Additional Other Costs	\$0	
<b>TOTAL OTHER</b>	<b>\$400,000</b>	
<b>Indirect Charges</b>		
Federal Negotiated Indirect Cost Rate = 20% with personnel costs as base (Indirect Rate x Personnel = Indirect Costs)	\$60,000	
<b>TOTAL INDIRECT</b>	<b>\$60,000</b>	
<b>TOTAL FUNDING</b>	<b>(fed) \$1,200,000</b>	<b>(non-fed) \$24,960</b>
<b>TOTAL PROJECT COST (federal and non-federal)</b>	<b>\$1,224,960</b>	

\*\* Cost Share funds, while **not** required under this RFA, must also be included on the SF-424 as detailed in Section III.B of this RFA.

**Example Budget Table 2\***

<b>PROPOSED 5 YEAR OVERALL BUDGET</b>	<b>EPA Funding</b>	<b>**Cost Share</b>
TOTAL PERSONNEL	\$2,247,840	\$100,000
TOTAL FRINGE BENEFITS	\$1,386,395	\$20,000
TOTAL TRAVEL	\$35,575	
TOTAL EQUIPMENT	\$2,200	
TOTAL SUPPLIES	\$25,000	
TOTAL CONTRACTUAL	\$70,000	
OTHER		
Subawards Costs	\$100,000	
Other Subaward costs (e.g. CBP subawards)	\$1,000,000	
Additional Other	\$70,000	
TOTAL OTHER	\$1,170,000	
INDIRECT CHARGES	\$1,062,990	
TOTAL FUNDING	(fed) \$6,000,000	(non-fed) \$120,000
<b>TOTAL PROJECT COST (federal and non-federal)</b>	<b>\$6,120,000</b>	

**\*Please note that Example Budget Tables 1 and 2 are provided as examples only and do not represent proposed budgets for this program.**

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 federal 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 cannot 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 work plan.



**Application Checklist (Optional)**

Organization:	
Funding Opportunity Title: Projects to Advance the Safe Use of Pesticides EPA-HQ-OPP-2020-002	

<b>No.</b>	<b>Application Component</b>	<b>Submitted? (Yes / No)</b>
1	Application for Federal Assistance (SF-424)	
2	Budget Information for Non-Construction Programs (SF-424A)	
3	Key Contacts Form (Form 5700-54)	
4	Pre-award Compliance Review Report (Form 4700-4)	
5	Narrative Proposal* - prepared as described in Section IV of the announcement.	

\*See Narrative Proposal Sections checklist to confirm that your organization has submitted each section of the Narrative Proposal.

<b>Narrative Proposal Sections</b>		
<b>Reference in Announcement</b>	<b>Description</b>	<b>Submitted? (Yes or No)</b>
IV.C.2.a.	<b>Cover Page:</b> The cover page must list the required information with the applicant’s organization’s letterhead.	
IV.C.2.b.	<b>Table of Contents:</b> A table listing the different parts of the application and the page number on which each part begins.	
IV.C.2.c.	<b>Executive Summary:</b> A stand-alone, concise description of the project with objectives, outputs, and outcomes; and one sentence assuring that your organization meets the eligibility factors, as listed in Section III (Eligibility Information).	
IV.C.2.d.	<b>Narrative Proposal Workplan:</b> The narrative proposal workplan must directly and explicitly describe how the proposed project meets the guidelines in this announcement  The narrative proposal work plan must contain all parts in sequential order as shown below:	Parts I to Part IV
IV.C.2.d.	<b>Part I. Project Scope and Approach</b>	
IV.C.2.d.	<b>Part II. Outreach, Transferability, and Sustainability</b>	
IV.C.2.d.	<b>Part III. Programmatic Capability and Environmental Results Past Performance</b>	
IV.C.2.d.	<b>Part IV. Budget Narrative</b>	
IV.C.2.e.	<b>Attachment A: Timetable</b>	
IV.C.2.f.	<b>Attachment B: Letters of Support (Optional)</b>	
IV.C.2.g.	<b>Attachment C: Resumes</b>	
IV.C.2.h.	<b>Attachment D: Application Checklist (Optional)</b>	

<b>SUBMISSION NOTES</b>
- Submit the Narrative Proposal with the name “NarrProp” followed by the number of the narrative proposal file in sequential order if there is more than one file. (Example: NarrProp1, NarrProp2...).