



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

**Funding Opportunity Announcement:**

**Field Implementation Meeting Support  
(EPA-OPP-2015-005)**

**May 20, 2015**

## Funding Opportunity Announcement: Field Implementation Meeting Support

### **Overview Information**

The following list provides key information concerning this funding opportunity:

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

**B. Funding Opportunity Title:** Field Implementation Meeting Support.

**C. Funding Opportunity Number:** EPA-OPP-2015-005.

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

**E. Catalog of Federal Domestic Assistance (CFDA) Number:** 66.716- Surveys, Studies, Investigations, Demonstrations, Educational Outreach, and Special Projects.

**F. Statutory Authority:** Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20.

**G. Dates:** Applications must be submitted electronically through Grants.gov on or before July 5, 2015 by 11:59 P.M. Eastern Time. Applications received after the closing date and time will not be considered for funding. The estimated project period for the award resulting from this solicitation will begin October 1, 2015. The proposed project period is up to five (5) years.

**H. Brief Description:** The Office of Pesticide Programs (OPP) is soliciting applications from eligible parties for an Environmental Protection Agency (EPA) cooperative agreement to provide financial assistance to an eligible organization to facilitate dialogue and collaboration on pesticide safety programs for the performance period of October 1, 2015 through September 30, 2020. The grantee will plan and coordinate meetings, workshops and conferences (“meetings”) that include “partners” (i.e., state, tribal, and territorial pesticide regulatory agencies and university-based extension pesticide safety education programs) and “stakeholders” (e.g., healthcare professionals, nonprofit and professional organizations, associations and others) involved in the safe use of pesticides. The EPA’s partners and stakeholders will meet on pesticide safety matters, including understanding the regulations governing pesticide applicator certification and protection of agricultural workers and handlers, evaluating the current state of implementation of the regulations and pesticide safety programs, and discussing improvements to the regulations and pesticide safety programs, with the ultimate goal of advancing the protection of humans, communities and ecosystems from the risk of pesticide poisonings, illness

and injury. The total estimated amount of funding for the cooperative agreement for the five year period is up to \$2,500,000. Approximately \$700,000 is expected to be available in FY 2015.

## **I. Funding Opportunity Description**

### **A. History**

The EPA's national pesticide field programs are fundamental to achieving the protection of humans, communities and ecosystems from exposure to pesticides. The field programs, or "pesticide safety programs", are based on the certification of pesticide applicators regulation (certification rule) (40 CFR Part 171) and the agricultural worker protection standard regulation (WPS) (40 CFR Part 170). The certification rule was published in 1974 to establish minimum standards of competency of pesticide applicators of restricted use pesticides. Pesticide applicator certification programs are administered primarily by pesticide State Lead Agencies while the education and training of pesticide applicators is conducted mainly by Pesticide Safety Education Programs (PSEPs). The WPS was published in 1992 to require actions to reduce the risk of pesticide poisonings and injuries among agricultural workers and pesticide handlers. Agricultural employers are responsible for complying with the WPS; stakeholders such as farmworker training organizations, healthcare professionals, compliance assistance groups, farmer organizations and other stakeholders assist with implementation of the rule. Both regulations are undergoing revisions.

EPA and partners have historically held biennial Pesticide Applicator Certification and Training (PACT) workshops and one in-person planning meeting for PACT, and two Pesticide Certification & Training Assessment Group (CTAG) meetings per fiscal year. In addition, EPA, partners and stakeholders may identify a need to hold other meetings to understand the revised regulations, help implement revised regulations, evaluate implementation of the revised regulations, develop proposed improvements to pesticide safety programs, or discuss current and emerging pesticide safety issues.

Since 1987, EPA and partners have held a biennial PACT workshop. The agenda and details are developed by a planning committee, comprised of 15 or fewer partners and EPA employees. At least one planning meeting is held at the location of the next PACT workshop to facilitate logistical and event needs. The location of the workshop rotates among the western, midwestern, southern and northeastern areas of the U.S. state pesticide regulatory agencies and PSEPs choose the location of each PACT workshop at the preceding PACT workshop. The PACT Workshop provides a forum for approximately 175 partners, stakeholders and EPA employees to exchange information on ways to increase the levels of safety, competency, and security for pesticide applicators, handlers and workers. Participants learn how to gain a greater impact from their pesticide applicator and handler training activities, discuss innovative educational and regulatory tools and projects, hear about compliance issues, learn about unique training methods, and exchange information on the needs, trends, and successes in the area of pesticide training and certification. Information on the PACT Workshop for 2015 can be found at

<http://ctaginfo.org/PACT2015>. Information on previous PACT Workshops is available at <http://ctaginfo.org/meetings-workshops/national-workshops.htm>. Issues identified in presentations, meetings and discussions during the PACT workshop are often examined further during meetings of CTAG.

In 1996, EPA's partners formed the CTAG as a platform for discussion of current and emerging issues related to the national pesticide applicator certification and training program. CTAG's mission is to develop and implement proposals that will strengthen pesticide certification and training programs, which ultimately enhances the knowledge, skills and abilities of pesticide users to ensure safe and effective pest management. Traditionally CTAG members (EPA and partners) have met twice a year at locations pre-selected by CTAG members at previous meetings. When possible, CTAG meetings are held in conjunction with other relevant meetings attended by CTAG members, such as meetings of the full State FIFRA Issues Research and Evaluation Group. More information about CTAG can be found at <http://ctaginfo.org>.

Examples of other meetings supported under previous cooperative agreements for the pesticide safety program are: meetings of partners and stakeholders to develop or update national certification exams and manuals, workshops for partners on how to write and evaluate questions for certification exams, national dialogue meetings of partners and stakeholders to evaluate implementation of the certification rule and WPS, and meetings of subject matter experts to develop resources for implementation of the certification rule and WPS.

## **B. Authority**

EPA expects to award assistance agreements under the authority provided in Section 20 of FIFRA, 7 U.S.C. 136r, which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies. Regulations governing agreements are found at 2 CFR Parts 200 and 1500. All costs incurred under this program must be allowable under 2 CFR Part 200 Subpart E in accordance with applicable law, regulations, and policy, any recipient of funding must agree to comply with restrictions on using assistance funds for unauthorized lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other federal grants, cooperative agreements or contracts. See 2 CFR 200.450). Funds generally cannot be used to pay for travel by federal agency staff. Proposed project activities must also comply with all state and federal regulations applicable to the project area. The applicant must also review the solicitation for any other programmatic funding restrictions applicable to this program. If awarded funding, the recipient must refer to the terms and conditions of its award for other funding restrictions applicable to this award. It is the responsibility of the recipient to ensure compliance with these requirements.

## **C. Program Description**

### **1. Purpose and Scope**

The cooperative agreement awarded under this program is intended to provide support for meetings of EPA's partners and stakeholders. Meetings and workshops will be used to:

- Establish new, and utilize existing networks and partnerships;
- Collaborate on the design, development, review and sharing of curriculum, methodologies, practices, materials, presentations, policies, plans, programs, evaluation tools or other resources for use by partners and stakeholders;
- Identify and discuss current and emerging issues of importance to national, regional, tribal, and state partners and stakeholders; and
- Collaborate on outreach and activities for the implementation of federal regulations.

## **2. Goal and Objectives**

The EPA expects the recipient will use the funding provided under this solicitation to support meetings of EPA's partners and stakeholders. The goal is to advance the protection of humans, communities and ecosystems from the risk of pesticide poisonings, illness and injuries. The objectives are to:

- a. Improve collaboration on programs and projects among partners and stakeholders that promote the safe use of pesticides;
- b. Utilize and expand existing networks of partners and stakeholders to enhance pesticide safety programs; and
- c. Promote environmental justice by protecting underserved and minority populations from health risks associated with pesticide exposure.

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

All activities must be carried out in accordance with EPA requirements, guidelines and policies regarding contracts and services, travel, reimbursements, and the procurement of food and other meeting-related items.

Funds under this cooperative agreement may be used, as funds allow, to:

- Establish and meet timelines;
- Develop and adhere to project plans;
- Coordinate one planning group meeting prior to each PACT workshop, of two days each, for 15 or fewer partners and EPA employees to develop agendas and identify logistical and event needs;
- Conduct up to three biennial three or four-day PACT workshops of approximately 175 participants;
- Conduct up to two CTAG meetings annually, of 2 days each and for approximately 15 participants;
- Work with EPA, partners and stakeholders to assess needs for pesticide safety meetings to understand and implement revised pesticide regulations (certification rule and WPS);

- Negotiate and pay for hotel contracts for meeting space, guest accommodations, food and beverages, audio-visual needs, room set-up and local transportation;
- Develop policies, procedures and forms for registrations and reimbursements;
- Make arrangements for working lunches that would allow participants additional time for further networking, rapport building, informal discussions on implementation issues, or new ideas;
- Arrange and pay for translator services;
- Arrange and pay for participant travel costs to and from meetings;
- Develop and print or make electronically available meeting materials such as announcements, programs, participant lists and speaker biographies;
- Manage pre-meeting and on-site registrations and meeting logistics;
- Manage budgets, accounting, payments and reimbursements;
- Maintain and produce records and reports for historical and planning purposes including financial data and recommendations;
- Establish an evaluation system for participants with the intention of using feedback in developing future meetings and conferences;
- Assess needs by summarizing participant evaluations, soliciting input from partners and stakeholders, and using other methods;
- Assist in preparing meeting summary information; and
- Design and/or maintain meeting website(s) to communicate both historical and current information on agendas, presentations and participation.

#### **D. EPA Strategic Plan Linkage and Anticipated Outputs, Outcomes, and Performance Measures**

##### **1. Linkage to EPA Strategic Plan/GPRA Architecture**

The award to be made under this announcement will support EPA Strategic Plan Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution, Objective 1: Ensure Chemical Safety. To see EPA's 2014 - 2018 Strategic Plan visit: <http://www2.epa.gov/planandbudget/fy-2014-2018-strategic-plan>.

##### **2. Outputs**

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

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

- a. Up to three (3) biennial PACT workshops of up to four days each, for approximately 175 people;

- b. At least one (1) in-person, two-day PACT planning meeting prior to each PACT workshop for approximately 15 partners and EPA employees;
- c. Up to two (2) in-person, two-day CTAG meetings each year for approximately 15 partners and EPA staff;
- d. Meetings with partners and stakeholders to understand and implement revised regulations (certification rule and WPS); and
- e. Other meetings as needed and identified by EPA's partners and stakeholders.

### **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 and correlate with the objectives of the work plan. They may not necessarily be achievable within the funding period of an assistance agreement.

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

- a. Enhancing the capabilities of EPA partners to understand and implement federal regulations;
- b. Increased partnerships between states, tribes, U.S. territories, EPA and other partners involved in aspects of pesticide safety programs leading to an efficient use of resources;
- c. Programs and activities that prevent and reduce pesticide risks to humans, communities and ecosystems;
- d. Protecting humans from pesticide risk; and
- e. Protecting the environment from pesticide risks.

### **4. Performance Measures**

The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in the application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include the following:

- Oversight, tracking and reporting on expenditures, purchases and other fiscal activities;
- Oversight, tracking and reporting actual accomplishments versus proposed outputs/outcomes and proposed timelines/milestones; and
- Measuring and reporting on outcomes.

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 long-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?

## **II. Award Information**

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

The total estimated amount available for award under this announcement is up to \$2,500,000, dependent on availability of funds. EPA anticipates awarding approximately \$700,000 for fiscal year (FY) 2015. At the conclusion of the first year period of performance, incremental funding of 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. Total Number of Awards**

EPA anticipates awarding one cooperative agreement subject to the availability of funds and quality of evaluated applications, and other applicable considerations. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selection.

### **C. 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 applicant 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.

### **D. Start Date/Project Duration**

The estimated project period for the award resulting from this solicitation will begin October 1, 2015. The proposed project period is up to five (5) years.

### **E. Funding Type**

Successful applicants will be issued a cooperative agreement as appropriate. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement

with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial involvement with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the performance of the scope of work; in accordance with 2 CFR 200.324, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

#### **F. 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.

### **III. Eligibility Information**

#### **A. Eligible Applicants**

Consistent with the Applicant Eligibility Section of CFDA 66.716 - Research, Development, Monitoring, Public Education, Training, Demonstrations, and Studies, and the EPA’s Assistance Agreement Competition Policy (EPA Order 5700.5A1), competition under this announcement is being limited to a subset of eligible applicants. Under this competition, EPA will accept applications from the following eligible applicants: 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, and local governments.

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. While not considered to be a “non-profit organization(s)” as defined by 2 CFR Part 200, colleges and universities, hospitals, state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under 2 CFR Part 200 and this RFA.

The following are not eligible to apply for this funding opportunity: for-profit organizations, individuals, international organizations, and 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.

## **B. Cost Sharing/Matching**

**No matching funds are required under this competition.** Although cost-sharing/matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate proposals based on a leveraging criterion.

**Leveraging** is generally when an applicant proposes to provide its own additional funds/resources or those from third-party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (See Section IV of the announcement). Leveraged funds and resources may take various forms as noted below.

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

- A voluntary cost share is subject to the match provisions in the grant regulation, 2 CFR Part 200 as applicable.
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200 as applicable.
- Other leveraged funding/resources that are not identified as a voluntary cost share-this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant work plan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200 as applicable.

## **C. Threshold Eligibility Requirements**

These requirements, if not met by the time of application submission, will result in elimination of the application from consideration for funding. Only applications that meet all of these requirements will be evaluated against the evaluation criteria in Section V of the announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applicants must be eligible (See Section III. A) to receive funding under this announcement.
2. The application must address at a minimum all of the activities listed under Section I.C.3.
3. Initial applications must be submitted through Grants.gov at <http://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 application 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 proposal/application is timely submitted.
4. 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 or relevant SAM.gov system issues. An applicant's failure to timely submit their proposal/application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with the Agency Contact listed in Section VII as soon as possible after the submission deadline - failure to do so may result in their application not being reviewed.
5. Multiple applications from the same project manager within an organization are not allowed. Only the first application from that project manager will be considered eligible. Multiple applications from the same organization but different project managers are allowed to be submitted.
6. Applications must comply with the submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. Where page limitations are established, pages in excess of the page limitation will not be reviewed.
7. Submissions must demonstrate that all meetings, workshops, conferences, training courses, etc. will be held in the contiguous United States.
8. Submissions must contain specific outputs and outcomes and state how those will be measured and documented.
9. The maximum funding level requested for a project must not exceed \$2,500,000. Applications requesting more than the maximum will be rejected.
10. The proposed project period of performance must not exceed five years.
11. Ineligible activities: If an application is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending

on the extent to which it affects the proposal/application, render the entire application ineligible for funding.

#### **IV. Application and Submission Information**

##### **A. How to Obtain Application Package**

The required forms are available under this funding opportunity at <http://www.grants.gov>.

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

Applicants, except as noted below, must apply electronically through <http://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 <http://www.grants.gov>, the applicant must contact [OGDWaivers@epa.gov](mailto: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:**

USEPA Headquarters  
William Jefferson Clinton Building  
1200 Pennsylvania Ave., N.W.  
Mail Code: 3903R  
Washington, DC 20460

##### **Courier Address:**

Ronald Reagan Building  
1200 Pennsylvania Ave., N.W.  
Rm # 51267  
Washington, DC 20004

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

- Funding Opportunity Number (FON);
- Organization Name and Data Universal Number System (DUNS);
- Organization's Contact Information (email address and phone number); and
- 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 <http://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, 2015, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2015). 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 for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2015 with a submission deadline of January 15, 2016, the applicant would need a new exception to submit through alternative methods beginning January 1, 2016.

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.

### **C. 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 <http://www.grants.gov> and click on “Applicants” on the top of the page and then go to the “Get Registered” section 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 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.

To begin the application process under this grant announcement, go to <http://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. 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 <http://www.Grants.gov/web/Grants/support/technical-support/software/adobe-reader-compatibility.html>

You may also be able to access the application package for this announcement by searching for the opportunity on Grants.gov. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OPP-2015-005, or the CFDA number that applies to the announcement (CFDA 66.716), in the appropriate field and click the “Search” button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

#### **D. Application Submission Deadline**

Applicants must submit a complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than July 5, 2015 by 11:59 P.M. Eastern Time. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit all of the application materials described in Section IV.F below using the Grants.gov application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the “Show Instructions” tab that is accessible within the application package itself. Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact Carolyn Schroeder at (703) 308-2961. Failure to do so may result in your application not being reviewed.

#### **E. 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. Investigators should save the completed application package with two different file names before providing it to the Authorized Organization Representative (AOR) to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted. NOTE: Revised applications must be submitted before the solicitation closing date and time.
- 2. Submitting the application.** The application package must be transferred to 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 application is submitted to Grants.gov before the due date identified in Section IV of the solicitation.** The 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 <http://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 Carolyn Schroeder at [schroeder.carolyn@epa.gov](mailto:schroeder.carolyn@epa.gov) with the FON in the subject line. If you are unable to email, contact Carolyn Schroeder at 703-308-2961. Be aware that EPA will only consider accepting applications that were unable to transmit due to <http://www.grants.gov> or relevant <http://www.sam.gov> system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. EPA will not accept applications that are unable to be submitted using Grants.gov because the applicant failed to register in SAM.gov or Grants.gov due to their own error.
- a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call 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 Carolyn Schroeder at 703-308-2961.
  - b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message 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 promptly send an email to Carolyn Schroeder at [schroeder.carolyn@epa.gov](mailto:schroeder.carolyn@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 and attach the entire application in PDF format.

## **F. Content of Application Submission**

The application package must include all of the following materials, in sequential order shown. Applicants must directly and explicitly address all required information in their application package.

### **1. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. Be sure to include organization fax number and e-mail address in Block 5 of the SF-424 form. Clearly state the total funding amount requested for the entire project period in Block 15.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711. Alternatively, applicants may also request a DUNS number online by going to <http://fedgov.dnb.com/webform> and following the instructions for a cooperative agreement.

### **2. SF-424A, Budget Information for Non-Construction Programs**

Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. The amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e. a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. Clearly state the total funding amount requested for the entire project period in Block 15.

### **3. EPA Form 5700-54, Key Contacts**

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

### **4. SF-424B, Assurances for Non-Construction Programs**

Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments.

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

Complete the form available at [http://www.epa.gov/ogd/AppKit/form/Lobbying\\_sec.pdf](http://www.epa.gov/ogd/AppKit/form/Lobbying_sec.pdf). There are no attachments. Disregard the line in the upper right for inserting an EPA Project Control Number.

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

Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments.

**7. Project Proposal**

NOTE: In developing a work plan, applicants should provide discussion on how activities and resources would be prioritized for a smaller budget allocation.

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

- Funding Opportunity Number: EPA-OPP-2015-005
- Project Title:
- Project Coordinator:
- Organization Name and Address:
- Telephone No.: Fax No.: Email Address:
- Project Duration (including Starting Date and Ending Date):
- First Year Funding Request:
- Subsequent Year Funding Requests, if applicable:
- Total Funding Request (for the entire project):
- Indicate if this application is for new activities connected with a previously funded EPA project. If yes, please provide the following:

EPA Assistance Number: \_\_\_\_\_

Budget Period of Project: \_\_\_\_\_

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

c. **Executive Summary (page 3):** Stand-alone, one-page document that concisely explains the objectives, outputs and outcomes of the proposed project. It must also include an assurance that the applicant meets the eligibility factors, as listed in Section III (Eligibility Information), are addressed in the application.

d. **Project Narrative (25 pages or less):** The project narrative must contain Parts I – V of this Section IV in sequential order as identified below. Applicants must directly and explicitly address the criteria in Section V of this announcement as part of their application package submittal. The project narrative must not exceed 25 pages typewritten on 8.5 x 11 inch paper, 1.5 line-spacing. Applications should use Times New Roman font, 12-point size.

**Part I. Project Title**

**Part II. Project Goals and Objectives**

Include a numbered list of concisely written project objectives consistent with the purpose of this program and activities to be funded under this announcement (see Section I.C). These objectives should be concise, specific, realistic and measurable.

**Part III. Project Approach and Design**

Describe in detail the project activities to be funded (see Section I.C.3 of this announcement for activities to be included at a minimum). Indicate in detail the staff, resources, tools and methodologies that will be utilized. Describe how the project activities build upon or consider lessons learned from existing efforts and resources.

**Part IV. Environmental Results – Outcomes, Outputs and Performance Measures**

Identify the expected quantitative and qualitative outcomes and outputs of the project (See Section I.D of this announcement), including what performance measurements or other means will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.

**Part V. Programmatic Capability and Past Performance**

Explain your current state of knowledge and experience related to the purposes and objectives stated in Section I.C of this announcement.

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include federal, state or private grants and cooperative agreements but not contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years. Submit no more than five agreements, and preferably EPA agreements. Describe (a) whether, and how, you were able to successfully complete and manage those agreements; (b) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreement; (c) the organizational experience and plan for timely and successfully achieving the objectives of the proposed project; (d) your history of complying with financial management regulations under the assistance; and (e) whether you received adverse material findings made within the last 5 years by a federal auditor or an independent auditor under 2 CFR Part 200 subpart F. Please also provide name, phone number, and email address for the primary liaison for each listed agreement, such as the project officer or similar person, who is familiar with your performance under the agreement.

In evaluating applicants under criteria in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance, past reporting information, or financial management experience please indicate this in the application and you will receive a neutral score for evaluation criteria under Section V.B.4 (a), (b), (d) and (e) of this project proposal (a neutral score is half of the total points available in a subset of possible points). If you have had no adverse material

findings from audits, or have resolved adverse material findings without actions by federal agencies to disallow costs or impose special conditions, you will receive a favorable score for criterion (e). If you do not provide any response for (a), (b), (d) and (e), you may receive a score of 0 for these criteria.

## 8. Budget Narrative

In addition to the SF-424A form, prepare an estimated overall budget for allocation of \$2,500,000 over five years. Prepare a detailed budget and narrative for the first incremental funding for an estimated \$700,000. Explain the need for funding under each of the appropriate budget categories as listed below. Link each task or activity from the project work plan 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 <http://www.epa.gov/ogd/recipient/tips.htm> and for guidelines and a sample budget, see [http://www.epa.gov/ogd/recipient/ogd\\_budget\\_detail\\_guidance.pdf](http://www.epa.gov/ogd/recipient/ogd_budget_detail_guidance.pdf).

**Personnel:** Include only direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full time employee. Personnel costs do not include costs for services of consultants, contractors or other partner organizations. Include the requested federal and any non-federal cost share in these estimates.

**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.

**Equipment:** Include only equipment proposed to be purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include costs for each item.

**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. Example: office supplies, computer supplies, etc.

**Contractual/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. Include a brief description of the scope of work or services to be provided.

**Other Direct Costs:** Include only those types of direct costs that do not fit in any of the other budget categories. An example is sub-award costs. (Sub-awards: any award of

financial assistance by any legal agreement made by the recipient to an eligible sub-recipient.)

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

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

Complete the form, available at [http://www.epa.gov/ogd/AppKit/form/sfillin\\_sec.pdf](http://www.epa.gov/ogd/AppKit/form/sfillin_sec.pdf), if your organization is involved in lobbying activities.

**10. Indirect Cost Rate Agreement**

If your proposed budget includes indirect costs, you must submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package.

**11. Appendix A, Resumes**

Provide resumes for the major project participants.

**12. Appendix B, Letters of Support**

When the work plan describes partnerships, funding, or in-kind services, a letter of support must be included in the proposal. 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. Partnerships, Contractors and Subawards**

**1. Subawards, Contract Services and Partnerships**

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

Funding may be used to provide 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 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.

Successful applicants cannot use subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subrecipient must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance found at 2 CFR 200.330, and the definitions of subaward at 2 CFR 200.92 and subrecipient at 2 CFR 200.93. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 2 CFR 200.317-326 and cannot use a subaward as the funding mechanism.

## **2. Evaluation of an Applicant's Proposed Subrecipients and Contractors**

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

- a. an applicant's named subrecipients identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward will be properly awarded consistent with the applicable regulations in 2 CFR Part 200. For example, applicants must not use subawards to obtain commercial services or products from for profit firms or individual consultants.
- b. an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 2 CFR 200.317-326. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subrecipients

and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

## **H. Intergovernmental Review**

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

## **I. Allowable Costs**

All costs incurred under this program must be allowable under 2 CFR Part 200 Subpart E. In accordance with applicable law, regulation, and policy, any recipient of funding must agree to comply with restrictions on using assistance funds for unauthorized lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 2 CFR 200.450). Funds generally cannot be used to pay for travel by federal agency staff. Proposed project activities must also comply with all state and federal regulations applicable to the project area. The applicant must also review the solicitation for any other programmatic funding restrictions applicable to this program. If awarded funding, the recipient must refer to the terms and conditions of its award for other funding restrictions applicable to its award. It is the responsibility of the recipient to ensure compliance with these requirements. In addition, please see 2 CFR 1500.8 for information on pre-award costs.

## **J. 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, pre-proposal/application assistance, management fees, contracts and subawards under grants, and duplicate funding, can be found at [http://www.epa.gov/ogd/competition/solicitation\\_provisions.htm](http://www.epa.gov/ogd/competition/solicitation_provisions.htm). 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.

## **V. Application Review Information**

Only applications that meet the threshold eligibility requirements in Section III of this announcement will be evaluated according to the evaluation criteria set forth below. Applicants must directly and explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

**A. Evaluation Criteria**

<b>Criteria</b>	<b>Points</b>
<p><b>1. <u>Project Goals and Objectives</u></b></p> <p>Under this criterion, applicants will be evaluated based on the extent to which the project goals and objectives are clearly stated, and consistent with the purpose, goals and objectives outlined in Section I.C of this announcement (10 points).</p>	<b>10</b>
<p><b>2. <u>Project Approach/Design/Methods</u></b></p> <p>Under these criteria, applicants will be evaluated based on the extent to which the work plan:</p> <ul style="list-style-type: none"> <li>a. Demonstrates an approach to carry out a plan to meet the program objectives (15 points);</li> <li>b. Includes the use of technology to enhance the educational experience, facilitate activities and leverage resources (e.g. webinar, apps, etc.) (5 points);</li> <li>c. Describes the ability to build upon or consider lessons learned from existing efforts (5 points); and</li> <li>d. Demonstrates staff expertise/qualification, staff knowledge, and resources or the ability to obtain them (5 points).</li> </ul>	<b>30</b>
<p><b>3. <u>Project Performance Measures and Expected Outputs and Outcomes</u></b></p> <p>Under this criterion, the Agency will evaluate the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving expected project outputs and outcomes (see Section I.D.) taking into account the information provided by the applicant in response to Section IV.F.7.d Part IV. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the applicant’s progress towards achieving the expected outputs and outcomes (15 points).</p>	<b>15</b>
<p><b>4. <u>Past Performance - Programmatic Capability and Reporting on Environmental Results</u></b></p> <p>Under these criteria, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant’s:</p> <ul style="list-style-type: none"> <li>a. Past performance in successfully completing and managing the assistance agreements identified in response to Section IV.F.7.d Part V of the announcement (5 points);</li> <li>b. History of meeting the reporting requirements under the assistance agreements identified in response to Section IV of the announcement, including whether the</li> </ul>	<b>25</b>

Criteria	Points
<p>applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (5 points);</p> <p>c. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project (5 points);</p> <p>d. History of complying with accounting and financial management regulations under the assistance agreements identified in IV.F.7.d Part V (5 points); and</p> <p>e. History of addressing adverse material findings made within the last 5 years by a federal auditor or an independent auditor under 2 CFR Part 200, Subpart F (5 points).</p> <p>NOTE: In evaluating applicants under item (a), (b), (d) and (e) of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for items (a), (b), (d), and (e) above (a neutral score is half of the total points available in a subset of possible points). Applicants who have no adverse material audit findings within this period or have resolved findings without actions by federal agencies to disallow costs or impose special conditions will receive more favorable scores for (e). If you do not provide any response for items (a), (b), (d) and (e), you may receive a score of 0 for these criteria.</p>	
<p><b>5. <u>Budget/Resources</u></b></p> <p>Under these criteria, the Agency will evaluate the extent to which the application addresses the following factors as discussed under Section IV.F.8:</p> <p>a. Whether the proposed project budget is appropriate (e.g. realistic, reasonable) to accomplish the proposed goals, objectives, and measurable environmental outcomes (10 points);</p> <p>b. Whether the budget narrative provides details of the budget designated for each major activity and justifies the proposed costs. If the budget and budget narrative account for non-federal funds (e.g., voluntary cost share/match), applicants must precisely describe in their budget narrative how they will account for it and what role EPA funding will play in the overall project (5 points); and</p> <p>c. Whether the proposed approach, procedures, and controls exist for ensuring that the awarded grant funds will be expended in a timely manner (5 points).</p>	<p><b>20</b></p>

**B. Selection Process**

Applications will first be evaluated against the threshold eligibility requirements listed in Section III.C. Only those applications that meet all of the threshold eligibility requirements will be

evaluated using the evaluation criteria listed above by an EPA evaluation team. The sum of all final scores for each application will be averaged and ranked in order of highest (100 points maximum) to lowest. Preliminary funding recommendations will be provided to the Selection Official based on this ranking.

### **C. Other Factors**

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

## **VI. Award Administration Information**

### **A. Award Notices**

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

1. EPA anticipates notification to the successful applicant will be made via telephone, email or postal mail by September 15, 2015. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. 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. At a minimum, this process can take up to 90 days from the date of recommendation.
2. EPA anticipates notification to unsuccessful applicant(s) will be made via email or postal mail by September 15, 2015. The notification will be sent to the original signer of the Standard Form (SF) 424.

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

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

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at:

[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).

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? Will food/beverages be provided?

Indirect costs must be included in the funding amount. In accordance with 2 CFR 200.414, any non-federal entity that has never received a negotiated indirect cost rate, except for those non-federal entities described in 2 CFR 200 Appendix VII to Part 200 – States and Local Government and Indian Tribe Indirect Cost Proposals, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. Any non-federal entity that has a federally negotiated indirect cost rate may apply for a one-time extension of a current negotiated indirect cost rate for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted the non-federal entity may not request a rate review until the extension period ends. At the end of the 4-year extension, the non-federal entity must re-apply to negotiate a rate.

### **C. Reporting Requirements**

The successful applicant(s) 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.

### **D. 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 human subjects, data access and information release, DUNS, SAM, copyrights, disputes, and administrative capability, can be found at [http://www.epa.gov/ogd/competition/solicitation\\_provisions.htm](http://www.epa.gov/ogd/competition/solicitation_provisions.htm). 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.

### **E. 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 <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

### **VII. Agency Contact**

If you have questions or need additional information regarding this announcement, please contact Carolyn Schroeder via e-mail at [schroeder.carolyn@epa.gov](mailto:schroeder.carolyn@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 email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement and available through the EPA's Grants and Partnerships webpage at <http://www.epa.gov/pesticides/grants/rfa-pest-safety.html/>.