



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

Funding Opportunity Announcement:

Field Implementation Meeting Support
EPA-HQ-OPP-2017-002

February 21, 2017

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 (OCSP), Office of Pesticide Programs, Field and External Affairs Division (FEAD).

Funding Opportunity Title: Field Implementation Meeting Support.

Announcement Type: Request for Applications (RFA) – Initial Announcement

Funding Opportunity Number: EPA-HQ-OPP-2017-002

Catalog of Federal Domestic Assistance (CFDA) Number: 66.716

Dates: Applications must be submitted electronically through [Grants.gov](https://www.grants.gov) on or before 11:59 pm Eastern Time on May 12, 2017. 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 2017. The proposed project period is up to five (5) years.

SUMMARY

The U.S. Environmental Protection Agency (EPA) is soliciting proposals from eligible applicants to manage a Field Implementation Meetings Support program. Specifically, EPA is soliciting proposals from eligible applicants to organize and facilitate dialogue and collaboration on pesticide safety programs for 2017 through 2021. The grantee will plan and coordinate meetings, forums, symposiums, workshops and conferences (“meetings”) for “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 and the regulated community. EPA is seeking applications for (1) established meetings and (2) new meetings that would promote the goal of advancing the protection of humans, communities and ecosystems from the risk of pesticide poisonings, illness and injury. Any one applicant may submit one proposal for (1) and a separate proposal for (2), or one proposal that combines both. The purpose of the meetings is to enhance EPA partners’ ability to regulate and administer pesticide safety programs and stakeholders’ ability to conduct education, outreach and related pesticide safety activities that contribute to regulatory implementation.

FUNDING/AWARDS

The total estimated funding for this competitive opportunity is approximately \$ 2,500,000 over a five-year period. EPA anticipates awarding one or more cooperative agreement(s) from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations.

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I. Funding Opportunity Description

A. Background

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 establishes minimum standards of competency for 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) ("partners"). The WPS requires 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 outreach and implementation. Significant changes to these regulations (the WPS in 2015 and Certification Rule in 2016) necessitate partner and stakeholder cooperation to achieve successful implementation.

Two established meetings used to enhance regulatory implementation are the Pesticide Applicator Certification and Training (PACT) workshop and the Certification and Training Assessment Group (CTAG).

Since 1987, EPA and partners have held a biennial Pesticide Applicator Certification and Training (PACT) workshop. A planning committee of 15 or fewer partners and EPA representatives meet at the future location of the workshop to plan the agenda and facilitate logistical and event needs. The workshop location is chosen during one workshop for the next workshop by State pesticide regulatory agencies and PSEPs and rotates among the western, midwestern, southern and northeastern areas of the U.S. The workshop provides a forum for approximately 175 partners and stakeholders to exchange information and build networks and collaborative relationships. Participants learn how to gain a greater impact from training, discuss innovative educational and regulatory tools, address emerging compliance issues, share unique training methods, and collaborate on issues related to the needs, trends, and successes of their programs. The workshop utilizes the expertise of both private and public sector individuals to offer perspectives on issues relevant to the regulations, in the form of panels, presentations, poster sessions, roundtable discussions and local field trips related to program implementation. Information on PACT Workshops is available at <http://ctaginfo.org/meetings-workshops/national-workshops.htm>.

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>.

EPA is also soliciting proposals for new meetings of partners and stakeholders related to the pesticide safety programs that would promote the goal of advancing the protection of humans, communities and ecosystems from the risk of pesticide poisonings, illness and injury.

Examples of meetings supported under previous cooperative agreements for the pesticide safety program are:

- Workshops to develop or update national certification exams and manuals or to learn how to write and evaluate questions for certification exams;
- Meetings of partners and stakeholders to exchange information and overcome barriers to regulatory implementation;
- Symposiums to discuss worker safety and health needs; or
- Forums where subject matter experts develop resources to aid in the implementation of pesticide safety programs.

Other examples are new meetings to:

- Educate the regulated community, partners and/or stakeholders (especially difficult to reach audiences such as family farm owners, farmers who speak only Spanish or other languages, etc.) and improve compliance on the revised WPS;
- Assemble a group of advocates, state agencies, growers, and others by region or area to develop and enhance relationships and identify ways to better implement the revised WPS;
- Provide subject matter experts (e.g., respirator medical evaluation and fit testing experts) to educate a group of regulators and the regulated community in a region or area on a particular aspect of the WPS;
- Assemble partners and stakeholders to find solutions to issues concerning WPS implementation.

B. Scope of Work

The cooperative agreement(s) awarded under this program is/are to provide support for meetings of EPA's partners and stakeholders. An applicant may submit one proposal for (1) established meetings, a separate proposal for (2) new meetings, or a combination of both.

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, discuss and collaborate on current and emerging issues of importance to national, regional, tribal, and state partners and stakeholders; and
- Collaborate on outreach activities, projects and programs that contribute to the goal of advancing the protection of humans, communities and ecosystems from the risk of pesticide poisonings, illness and injury.

Examples of activities to be funded are:

- Establish and meet timelines;
- Develop and adhere to project plans;
- Plan, coordinate and manage
 - Meeting planning groups for agendas, speakers, logistics and other related activities;
 - For each PACT workshop, one two-day planning group at the workshop site for 15 or less partners for planning purposes;
 - Up to three four-day biennial PACT workshops for approximately 175 participants;
 - Up to two CTAG meetings of 15 or less participants annually, 2 days each;
 - Other meetings as proposed.
- Planning, coordinating and managing activities such as:
 - Workgroups to plan meetings;
 - 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 and payment for
 - working lunches that would allow participants additional time for further networking, rapport building, informal discussions on implementation issues, or new ideas;
 - field trips (if applicable) that support the content and purpose of meetings;
 - translation and interpretation services, transcripts and reasonable accommodations for special needs, if and when necessary;
 - participant and speaker travel costs to and from meetings;
 - Secure and pay for lodging for participants and develop a system of paying participants for per diem food expenses;
 - Confirm all logistical arrangements for trainer/instructor participation for all courses and arrange for payment of same;
 - 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, and summarize evaluations;
- 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.

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

Pursuant to Section 6a of EPA Order 5700.7, “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. EPA Strategic Plan Goal 4 “Ensuring the Safety of Chemicals and Preventing Pollution”.

a. Linkage to EPA Strategic Plan. All applicants must support progress towards meeting EPA’s 2014-2018 Strategic Plan Goal 4 “Ensuring the Safety of Chemicals and Preventing Pollution” which states “reduce the risk and increase the safety of chemicals and prevent pollution at the source” and Objective 4.1 “Ensure Chemical Safety”, which states “reduce the risk and increase the safety of chemicals that enter our products, our environment, and our bodies.” To see EPA’s Strategic Plan, visit <https://www.epa.gov/planandbudget/strategicplan>

EPA’s Office of Pesticide Programs works to address the safe use of pesticides and assess the associated risks to human health and the environment. Specifically, the Field Implementation Meeting Support program will support meetings of EPA’s partners and stakeholders to advance the protection of humans, communities and ecosystems from the risk of pesticide poisonings, illness and injuries.

b. 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.

Examples of anticipated outputs from the cooperative agreement to be awarded under this announcement include, but are not limited to:

- Up to three (3) biennial PACT workshops of up to four days each, for approximately 175 people;
- At least one (1) in-person, two-day PACT planning meeting prior to each PACT workshop for approximately 15 partners and EPA representatives;
- Up to two (2) in-person, two-day CTAG meetings each year for approximately 15 partners and EPA staff;
- Other newly proposed meetings to advance the protection of humans, communities and ecosystems from the risk of pesticide poisonings, illness and injuries.

c. 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 Field Implementation Meeting Support program. They may not necessarily be achievable within an assistance agreement funding period.

Examples of anticipated environmental outcomes from the cooperative agreement to be awarded under this announcement include, but are not limited to:

- Increased knowledge and enhanced capabilities of EPA partners, stakeholders and the regulated community to understand and implement federal regulations, leading to better protection of human health and the environment;
- Increased partnerships between states, tribes, U.S. territories, EPA and other partners and stakeholders involved in aspects of pesticide safety programs leading to an efficient use of resources;
- Reduction and prevention of illness and injury to humans, communities and ecosystem from exposure to pesticides;
- Increased protection of humans and the environment from illness and injury from exposure to pesticides.

d. 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 of reports on outputs and outcomes,
- Tracking and reporting progress on activities, and
- Tracking, measuring and reporting actual accomplishments against proposed outputs/outcomes and timelines/milestones.

2. EPA Cross Agency Strategy, Working Toward a Sustainable Future. Convene Green Conferences/Meetings and Alternatives to Traditional Travel.

a. Why it matters: Conducting conferences and meetings, while an essential tool for productive, collaborative work, may result in negative impacts to the environment. Transportation alone in this nation accounts for at least 30% of U.S. greenhouse gas emissions. Travel, accommodations, refreshments, presentation and communication deliverables, and other products associated with holding conferences all add to environmental impacts. When feasible, recipients should conduct green conferences and meetings by implementing environmentally preferable measures, including considering alternatives to travel. Recipients can incorporate both large and small adjustments into the design and planning of conferences and meetings, to achieve this objective.

b. How to implement it:

Travel

- Since the greenest trip is one not taken, consider holding virtual meetings: e.g., teleconferences, video conferences, web conferences.
- If travel cannot be avoided, provide information about environmentally-preferable transit/travel options: e.g., public transportation, carpool arrangements, availability of fuel efficient vehicles. When motor vehicle transportation is needed, encourage coordinated travel plans and ride sharing.

Green meetings/Conferences

- Select facilities that minimize travel distance and transportation needs: conveniently located to airports, depots, readily available public transportation.
- Select facilities that practice energy and water conservation measures, waste and toxics minimization, and recycling and composting. Ensure clear directions, labeling and visible locations of bins that describe items acceptable. Recycling covers aluminum cans, plastic and glass bottles, paper. Place composting and recycling bins near waste bins to maximize use.
- Identify or reserve rooms at hotels that use environmentally sustainable practices such as energy and water conservation, purchase and utilization of green cleaning agents, and recycling and composting.

Presentation/communication

- Use an advance electronic public announcement to emphasize green meeting/conference goals (e.g., composting, recycling, etc.), encourage attendee participation, and share meeting logistics and materials.
- Avoid or minimize use of paper handouts. Make presentations available electronically before, during, and after. If printed materials are necessary, print or copy double-sided on no less than 30% post-consumer recycled

paper. Encourage presenters and participants to follow the same standard. Avoid using binders or folders.

- Use erasable whiteboards (e.g., registration table, conference rooms, break areas) to provide information on sessions, times, etc. Use plastic name tag holders which are collected and reused again. Use erasable whiteboard table tents.

c. How to implement it and resources to consult:

<https://www.epa.gov/p2/green-meetings>

<https://www.epa.gov/greenerproducts/identifying-greener-meetings-and-conferences>

<https://www.epa.gov/sites/production/files/2015-10/documents/epa-r9-grn-mtgs-policy.pdf>

[https://www.unglobalcompact.org/docs/issues_doc/Environment/Green Meeting Guide WEB.pdf](https://www.unglobalcompact.org/docs/issues_doc/Environment/Green_Meeting_Guide_WEB.pdf)

d. How to measure success:

Suggested measures of accomplishment include but are not limited to:

- % of trips offset by conference calls, videoconferences, and web conferences.
- % of trips where public transportation, carpools, fuel efficient vehicles, or bicycles were used to attend off-site meetings.
- % of meetings held in which green practices were instituted (e.g. no paper handouts or bottled water provided, etc.).
- % of conferences that achieved zero waste of meetings held in locations accessible to mass transit.

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, development, public education, training, monitoring, demonstrations, and studies. This cooperative agreement will support FIFRA by providing support for meetings of EPA's partners and stakeholders.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding for this competitive opportunity is approximately \$500,000 annually, for a total of \$2,500,000 over five years.

B. How many agreements will EPA award in this competition?

EPA anticipates establishing one to two award(s) from this announcement, for approximately \$2,500,000 subject to the availability of funds, the quality of evaluated application, and other applicable considerations. EPA may select one application each for (1) established meetings at approximately \$300,000 per year and (2) new meetings at

approximately \$200,000 per year, or one combination application that includes both at approximately \$500,000 per year. 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 selection. Any additional selections for awards will be made no later than six months from the date of the original selection.

C. What is the project period for awards resulting from this solicitation?

The project period for awards resulting from this solicitation is estimated to begin in August 2017. Proposed project periods may be up to five (5) years.

D. What type of award will EPA make resulting from this solicitation?

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:

- Close monitoring of the successful applicant’s performance to verify the results proposed by the applicant;
- Collaboration during performance of the scope of work;
- In accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement(s);
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Review and approval of the substantive terms of subaward agreements; and
- 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 Criteria

Applications will be deemed ineligible if the threshold eligibility criteria listed below are not met. Only applications from eligible entities (see above) that meet all of 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. *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. However, where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
- b.* 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 proposal/application is timely submitted.
- c.* 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 proposal/application through [Grants.gov](https://www.Grants.gov) because they did not timely or properly register in [SAM.gov](https://www.SAM.gov) or [Grants.gov](https://www.Grants.gov) not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with Jeanne Kasai at kasai.jeanne@epa.gov or (703) 308-3240 as soon as possible after the submission deadline – failure to do so will result in your proposal not being reviewed.

2. EPA will consider only one application per category: (1) established meetings; (2) new meetings; or a combination of (1) and (2) from each eligible applicant, including units of government and institutions of higher education. If EPA receives more than one application from the same eligible applicant for one particular category, EPA will ask the applicant to choose one application for EPA's consideration.
3. Applicants must be eligible to receive funding under this announcement. (*See Section III.A. Eligible Entities above*)
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 \$500,000. Applications requesting more than the maximum funding will be rejected.
6. Applications must support EPA Strategic Plan Goal 4 "Ensuring the Safety of Chemicals and Preventing Pollution". (*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 of the requirements listed in Section I "Scope of Work".
9. All in-person meetings (including conferences, symposiums, and workshops) must take place in the U.S.
10. Ineligible activities: If a proposal is submitted that includes any tasks or activities that are unallowable by grant regulations or policy (e.g. stipends for trainees, management fees, dinner meetings), 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) under 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 OGDwaivers@epa.gov or the address listed below in writing (e.g., by 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 Barbara Perkins
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Ave., N. W.
Mail Code: 3903R
Washington, DC 20460

Courier Address:
OGD Waivers
c/o Barbara Perkins
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51267
Washington, DC 20004

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

- Funding Opportunity Number (FON) EPA-HQ-OPP-2017-002
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through [Grants.gov](https://www.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, 2017, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2017). 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, 2017 with a submission deadline of January 15, 2018, the applicant would need a new exception to submit through alternative methods beginning January 1, 2018.

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. Submission Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with [Grants.gov](https://www.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 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 DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number 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](#)

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 Funding Opportunity Number, EPA-HQ-OPP-2017-002, 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 Package button at the top right of the synopsis page for the announcement on [Grants.gov](https://www.Grants.gov). To find the synopsis page, go to [Grants.gov](https://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. Please note that Grants.gov is strongly encouraging users to sign up for and use their “Workspace” feature when applying for opportunities. Grants.gov will be phasing out the “legacy” application process, so EPA recommends that all applicants begin using Workspace as soon as possible so they are prepared when the “legacy” application process is no longer available.

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 May 12, 2017. 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 below using the [Grants.gov](https://www.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.

Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. [Grants.gov](https://www.grants.gov) Lobbying Form
5. EPA Key Contacts Form 5700-54
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Narrative Proposal (Project Narrative)-prepared as described in Section IV of the announcement.

Optional Documents:

8. Disclosure of Lobbying Activities (SF-LLL), if applicable

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 Jeanne Kasai, at (703) 308-3240. Failure to do so may result in your application not being reviewed.

C. 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 application is submitted to [Grants.gov](https://www.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 do 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 Jeanne Kasai at kasai.jeanne@epa.gov with the FON in the subject line. If you are unable to email, contact Jeanne Kasai at (703) 308-3240. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant 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](https://www.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 Jeanne Kasai at (703) 308-3240.

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, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to Jeanne Kasai at kasai.jeanne@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 Jeanne Kasai at kasai.jeanne@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](http://www.grants.gov) or via email does not necessarily mean your application is eligible for award.

D. 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. An applicant may submit one application each for (1) established meetings and (2) new meetings; or one application for a combination of both (1) and (2). Applicants who submit a combination application must submit separate SF 424-A forms, Narrative Proposals, and Budget Narratives for (1) established meetings and (2) new meetings. Additional guidance on completing the documents is available through EPA's Office of Grants and Debarment (<http://www.epa.gov/ogd/>).

1. Standard Form (SF) 424, *Application for Federal Assistance*
Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. 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.
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.
3. SF 424B, *Non-Construction Programs*
4. SF 6600-06, *Certification Regarding Lobbying*
5. EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
6. EPA Form 5700-54, *Key Contacts Form*
7. Narrative Proposal (*as described below*)

Narrative Proposal

The Narrative Proposal must contain all parts (1 through 3) 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 legible and in Adobe Acrobat PDF or MS Word for Windows. The project narrative cannot exceed the page limits identified below. Each page past the limit will not be considered. Federal forms, the cover page, resumes and letters will not count toward any page limit. Applicants who submit a combination application must provide one Narrative Proposal for (1) established meetings and one for (2) new meetings.

1. Cover Page (Page 1- one-page limit). The cover page must list the following information with the letterhead for your organization:

EPA funding opportunity number: [EPA-HQ-OPP-2017-002]

Project Title:

Whether the application is for (1) established meetings, (2) new meetings, or a

combination of both.

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 project):

DUNS number:

2. Table of Contents (Page 2 – two-page limit): A table listing the different parts of the application and the page number on which each part begins.

3. Executive Summary (page 3 – three-page limit). A stand-alone, concise description of the project with the purpose, goal, objectives, outputs, and outcomes; and an assurance that your organization meets the eligibility factors, as listed in Section III (Eligibility Information).

4. Narrative Proposal Work-Plan (10-page limit for an application only for (1) established meetings or (2) new meetings, or a 20-page limit for (3) a project that combines both (1) and (2)). The narrative proposal work-plan 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 work plan must contain all parts in sequential order as shown below:

Project title

Part I. Scope/Approach

a. Purpose, Goals and Objectives

Describe a plan that includes the following:

1. A one sentence description of the purpose explaining what will be accomplished as a result of the project that benefits the public and potential audience(s) served.
2. A goal and numbered list of concisely written objective(s) linked to the purpose of the program and aligned with EPA Strategic Plan Goal 4, Objective 4.1.

b. Project Design

Describe in detail:

1. How the overall approach and plan will meet program objectives.
2. A list of outputs with expected results, and expected outcomes with the anticipated changes or benefits to human health and the environment.
3. An approach for tracking and reporting progress toward achieving

- the expected outputs and outcomes.
4. How lessons learned from previous or existing efforts will be used or considered for this project.
 5. How green conferences/meetings and alternatives to traditional travel will be incorporated and an approach for tracking and reporting progress toward achieving the expected outputs and outcomes.

c. Project Milestone Schedule

Provide a milestone schedule that (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 and (2) includes an approach to ensure that funds are awarded and expended in a timely and efficient manner.

Part II. Programmatic Capability and Environmental Results Past Performance

Submit 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 describe (1) whether and how you were able to successfully complete and manage those agreements and (2) your history of meeting the reporting requirements under the 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, and (3) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them. Include the Project Officer's name, email address, and phone number of these past projects. 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 III. Budget Narrative

In addition to the SF-424A form, prepare a detailed budget with narrative, explaining/outlining the need for funding under each of the appropriate budget categories as listed below. 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 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 <https://www.epa.gov/grants/application-kit-federal-assistance>.

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. Example: 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 I V. 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.

h. 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.

5. Appendix A: Timetable

Provide a timetable for each project objective. An applicant who submits a combination application must provide a separate Appendix A for each (1)

established meetings and (2) new meetings.

6. Appendix B: Letters of Support

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.

7. Appendix C: Resumes

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

E. Submission Dates and Times

The closing date and time for submission of applications is May 12, 2017, at 11:59 pm Eastern Time (ET). Applications submitted after the closing date and time will not be considered for funding.

F. 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 application assistance and communications, can be found at <http://www2.epa.gov/grants/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. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

| Criteria | Max. # Points | Total points |
|--|---------------|--------------|
| Part I. Project Scope & Approach | | (45) |
| (a) Purpose, Goal and Objectives Applications will be evaluated on the extent to which the narrative proposal work-plan has: | | 10 |
| 1. a one sentence purpose explaining what will be accomplished as a result of the project that benefits the public and potential audience(s) served. | 5 | |

| | | |
|--|----|------|
| 2. 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 4, Objective 4.1. | 5 | |
| (b) Project Design Applications will be evaluated on the extent to which the narrative proposal work-plan: | | 25 |
| 1. has an overall approach and plan that meet the program objectives. | 5 | |
| 2. lists outputs with expected results, and outcomes with anticipated change or benefits to human health and the environment. | 5 | |
| 3. has an approach for tracking and reporting progress toward achieving the expected outputs and outcomes. | 5 | |
| 4. has lessons learned from previous or existing efforts and how they will be used or considered for this project. | 5 | |
| 5. incorporates green conferences/meetings and alternatives to traditional travel and an approach for tracking and reporting progress toward achieving the expected outcomes and outputs. | 5 | |
| (c) Project Milestone Schedule Applications will be evaluated on the extent to which the milestone schedule in the narrative proposal work-plan: | | 10 |
| 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 | |
| 2. includes an approach to ensure that funds are awarded and expended in a timely and efficient manner. | 5 | |
| Part II. Programmatic Capability and Environmental Results Past Performance Applications will be evaluated on the extent to which (up to 5) agreements similar in size, scope and relevance to the proposed project managed within the last three years (preferably EPA agreements) describe: | | (30) |
| 1. whether and how the applicant was able to successfully complete and manage the agreements. | 10 | |
| 2. a history of meeting reporting requirements including whether the applicant submitted adequate and timely reports on progress toward achieving the expected outputs and outcomes of those agreements (and if not, explain why not), and final technical reports. | 10 | |
| 3. staff expertise/qualification, staff knowledge, and resources or the ability to obtain them. | 10 | |
| NOTE: for (1) and (2) 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 (1) and (2) 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. | | |

| | | |
|---|----|-------------|
| Part III. Budget (Narrative and Forms) | | (25) |
| Applications will be evaluated on the extent to which the applicant: | | |
| 1. explains or outlines the need for funding under each of the following budget categories: personnel, travel, equipment, supplies, and contractual (including consultant) services, and indicates which portions of the costs will be paid with EPA or voluntary cost share/match funds if applicable. | 10 | |
| 2. links each task or activity from the project work plan 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 | |
| TOTAL | | 100 |

B. Review and Selection Process

A panel of EPA reviewers will evaluate and score each application using the criteria listed above. EPA will sum the total score of each application, and rank them in numerical order. The EPA review panel will recommend to the selection official the top ranked application(s). The selection official will review the recommendation and the associated application(s), and will consider other factors including funding and programmatic priorities before reaching a final decision.

C. 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.

D. 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. EPA anticipates notification to the successful applicant will be made via telephone, email or postal mail by June 30, 2017. 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.

The grantee information for the successful application will be posted through the Office of Pesticide Programs 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 [EPA Grants Overview for Applicants and Recipients](#).

If a conference or workshop is an element of the project, the applicant will be required to answer the following questions: Who is initiating the conference/workshop/meeting? How will it be advertised? Whose logo will be on the agenda and materials? What is the percentage of participants, i.e. federal, state, local or public? Will the grant recipient prepare the proceedings and disseminate the information back to the targeted community? Will program income be generated from this event?

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 – 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 four-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 this link: <https://www.epa.gov/grants/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 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://www2.epa.gov/grants/dispute-resolution-procedures>. 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 Jeanne Kasai, U.S. Environmental Protection Agency, Office of Pesticide Programs (7506P), 1200 Pennsylvania Ave. N.W., Washington, DC 20460. Telephone: (703) 308-3240, email: kasai.jeanne@epa.gov.

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 [Grant Opportunities](#).