



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

Funding Opportunity Announcement:

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

EPA-HQ-OPP-2017-003

May 19, 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 (OPP), Field and External Affairs Division (FEAD).

Funding Opportunity Title: Pesticides and National Strategies for Healthcare Providers, Training Program

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

Funding Opportunity Number: EPA-HQ-OPP-2017-003.

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 (ET) on July 20, 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 October 2017. The proposed project period is up to five (5) years.

SUMMARY: The U.S. Environmental Protection Agency (EPA) is soliciting applications from eligible organizations to manage a cooperative agreement to help educate the medical community on how to recognize and treat pesticide-related health conditions. The long-term goal of the project is to achieve improved health for communities at risk for overexposure to pesticides through outreach, technical assistance and training to increase knowledge and awareness of environmental and occupational health risks. This is a national environmental and occupational health effort solicited by doctors, clinicians, and state health departments. With this award, EPA seeks to build on the progress of previous project titled "*From the Fields to the Exam Room: Integrating the Recognition, Management and Prevention of Pesticide Poisonings into the Primary Care Setting.*" The publication "*Recognition and Management of Pesticide Poisoning*" was an earlier product of the initiative. EPA is seeking applications to (1) provide continuing education, training and technical assistance to relevant audiences; (2) update existing, and/or develop new materials and resource tools; (3) conduct outreach to existing and new audiences to use materials and tools; and (4) develop partnerships and a sustainable network of stakeholders. EPA expects to provide an estimated \$500,000 annually, depending on the Agency's budget, for a total of up to \$2,500,000 for five years (2017 through 2022).

FUNDING/AWARDS

The total estimated funding for this competitive opportunity is approximately \$2,500,000 over a five-year period. EPA anticipates awarding one cooperative agreement 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

Objective 4.1 of EPA's FY2014 – 2018 Strategic Plan is to reduce the risk and increase the safety of chemicals that enter our products, environment and bodies. EPA complements the risk assessment and management processes inherent in pesticide registrations with several field programs including the training of health care providers on how to recognize and treat illness related to pesticide exposure. It is well documented that pesticides poisonings, like many illnesses and accidents, are widely misdiagnosed and underreported. Studies estimate that underreporting of pesticide exposure ranges from 20% to 95% ¹. Several factors contribute to this situation, such as: barriers to health care access for some subpopulations; difficulties making an accurate diagnosis when symptoms mimic more common and non-pesticide-related clinical conditions (such as fatigue, nausea, rash, dizziness, and diarrhea) and, failure of health care providers to report a suspected pesticide poisoning to their local or state agency. The lack of familiarity with pesticide poisonings among health care providers can be partly explained by the minimal training on occupational and environmental medicine in the school curricula of many physicians, nurses, and other healthcare providers.

¹ 1. Harchelroad, F., et al. Treated vs Reported Toxic Exposures: Discrepancies Between a Poison Control Center and a Member Hospital. *Veterinary and Human Toxicology*. April 1990, Vol. 32, pp.156–159.

2. Chafee-Bahamon, C., et al. Patterns in Hospitals' Use of a Regional Poison Information Center. *American Journal of Public Health*. April 4, 1983. Vol. 73, pp. 396–400.

3. Veltri, et al. Interpretation and Uses of Data Collected in Poison Control Centres in the United States. *Medical Toxicology and Adverse Drug Experience*. November– December 1987. Vol. 6, pp. 389–97.

4. Mehler L. N., et al. California Surveillance for Pesticide-Related Illness and Injury: Coverage, Bias, and Limitations. *Journal of Agromedicine*. 2006. Vol. 11(2), pp. 67–79.

5. U.S. House of Representatives. Hidden Tragedy: Underreporting of Workplace Injuries and Illnesses. Committee on Education and Labor. Washington: Government. 2008.

6. Ruser, J. W. Examining Evidence on Whether BLS Undercounts Workplace Injuries and Illnesses. *Monthly Labor Review*. August 2008. Pp. 20–32.

7. Calvert, G., et al. Acute pesticide poisoning among agricultural workers in the United States, 1998– 2005. *Journal of Industrial Medicine*. 2008. Vol. 51 (12), pp. 883–898.

To increase awareness among health care professionals on how to identify and treat pesticide poisonings EPA, in conjunction with other federal agencies and organizations, leads the *National Strategies for Health Care Providers: Pesticides Initiative (HCPPI)*. The Implementation Plan (IP) for the Pesticides Initiative sets out a three-pronged strategy for improving the recognition, diagnosis, treatment, and prevention of pesticide-related health conditions by healthcare providers: (1) healthcare provider formal professional education, such as medical or nursing school; (2) target the practice setting in which a provider works and participates in professional development; (3) identify the resources and tools that providers need to deal effectively with pesticide-related health conditions in their practice and communities.

The Initiative's key educational competencies and practice skills are outlined in the document "[National Pesticide Competency and Practice Skills Guidelines for Medical and Nursing Education and Practice](#)" (NEETF and EPA, 2003). The competency guidelines indicate possible 'points of insertion' for integrating pesticide health education, including the diagnosis and treatment of pesticide-related illnesses into the educational curricula of medical, nursing, and other healthcare provider programs.

Over the past decade, recognizing the healthcare needs of the farmworker community and individuals exposed to pesticides, OPP has funded several cooperative agreements to: (1) integrate the Initiative's core educational competencies into the formal education of clinicians, (2) provide training and technical support to improve the recognition, treatment and prevention of pesticide related illnesses within community health clinics focused on addressing the needs of the farmworker community, and (3) develop new resources and tools for training on pesticide-related health conditions, such as the [Recognition and Management of Pesticide Poisonings: 6th Edition](#) manual (RMPP). [The competency and practice skills guidelines](#) along with EPA's RMPP manual continue to act as resources for educators and trainers seeking to introduce the healthcare community to effective methods of addressing pesticide related illness.

EPA continues to further the goals identified in the initial stages of the HCPPI: to increase acceptance of the need for education regarding pesticide related health conditions; provide effective programs and resources for stakeholders; and improving pesticide incidents monitoring and surveillance efforts by encouraging enhanced reporting of pesticide related incidents. It is EPA's intent to continue to advance the medical community's ability to address the healthcare needs of the agricultural community and individuals exposed to pesticides, as well as to address other emerging pesticide related healthcare challenges.

B. Scope of Work

1. Purpose and Scope

The cooperative agreement(s) awarded under this program is/are intended to provide financial assistance to continue, expand and enhance the EPA's National Strategies for Health Care Providers: Pesticides Initiatives (HCPPI) in order to address environmental

justice concerns of the farmworker and agricultural community regarding disproportionate impact of pesticide use. The scope of work involves:

- a) Conducting a national training program on the recognition, management and prevention of pesticide related health conditions and reporting of pesticide related incidents to persons who are, or will be involved with, healthcare and/or treatment (“healthcare community”) of agricultural workers, pesticide handlers, pesticide applicators and their families (“agricultural community”).
- a) Conducting outreach and form partnerships to raise awareness, foster program support and develop leaders.
- b) Providing technical assistance to partners and stakeholders to encourage the adoption of materials and tools.
- c) Developing materials and tools that support the program and its partners and stakeholders.

2. Activities to be Funded

The activities conducted under the cooperative agreement(s) will encourage the adoption of healthcare practices to improve the recognition and treatment of pesticide-related illness and injury by healthcare providers and others, raise awareness of the need for such adoption, and increase the reporting of incidents related to pesticide exposure.

Examples of activities to be funded include, but are not limited to:

- a) Training
 - Conduct trainings.
 - Offer accredited continuing education courses.
 - Provide opportunities for distance learning.
- b) Tools and Materials
 - Update and enhance existing training curricula to integrate the core practice skills and the fundamentals of addressing pesticide poisoning (ex. students in residencies, internships, practicum programs, etc.).
 - Develop new training and resource materials.
 - Develop software applications, tools, mobile apps, etc. designed for the medical community to deal effectively with pesticide related health conditions.
 - Develop (or enhance existing) teaching materials (curriculum and online) videos, etc. to support healthcare providers that serve agricultural communities with emphasis on preventing pesticide exposure and incidents at work and home. Taking into consideration:
 - The revised [Worker Protection Standard](#) (WPS) regarding [emergency assistance](#), what incident information must be collected, pesticide incident reporting requirements on states, [medical evaluation](#) and [fit testing for respirators](#).
 - [Take home exposure](#) of farmworker families.

- High risk populations such as Pregnant workers and [children](#).
- Develop evaluation tools (or utilize or enhance existing tools) to gauge the effectiveness of any/all programs.
- c) Technical Assistance
 - Provide regular technical assistance to encourage the adoption of programs.
 - Work with health care delivery settings to foster changes in the Electronic Health Record system (EHR).
 - Develop clinical decision support tools with content specific to the EHR (e.g., patient guidance, educational resources, and easy access to reporting tools)
 - Promote use of Environmental and Occupational Health (EOH) guidelines and clinical protocols such as but not limited to Migrant Clinician’s Network (MCN) [Pesticide Clinical Guidelines and Pesticide Exposure Assessment Form](#)
 - Promote data collection regarding occupational and other risk factors that identify patients/populations with a high risk profile.
- d) Outreach and Partnerships
 - Develop a marketing plan to ensure the materials, best practices and methods developed under this cooperative agreement are available to all parties to utilize so that the public fully benefits from efforts funded under this agreement.
 - Promote and provide access to relevant materials, tools and best practices generated through the HCPPI, through trainings, publications, outreach literature, and/or presence at relevant regional and national meetings providing opportunities for communication with stakeholders.
 - Organize strategic meetings, collaborate with and/or partner with stakeholders in the healthcare and agricultural communities.

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>)

3. 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, EPA’s Pesticides and National Strategies for Healthcare Providers, Training Program will continue to support education and training of the healthcare community on how to recognize, diagnose, manage, and prevent adverse health effects from pesticide exposures. The program will also sponsor the development of tools and resources for the healthcare community to deal effectively with pesticide related health conditions.

4. 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:

a) Training

A number of:

- training sessions using the training models.
- accredited continuing education courses.
- hands-on practice sessions.
- training sessions for any/all partners and stakeholders.

b) Tools and Materials

- A number of training models developed and tested for primary health care providers that incorporates key practice skills for the recognition and treatment of pesticide poisonings
- A number/quality of resources created and/or distributed to clinicians and other stakeholders.
- A marketing plan that accompanies each resource and tool developed.
- One or more new resources developed each project year, such as:
 - Mobile applications (mobile apps) and mobile technologies and provide platforms compatible with poisoning surveillance and monitoring systems to more easily report pesticide exposures
 - Materials or resources (new or updated) that promote the recognition, diagnosis, treatment and prevention of pesticide poisonings in the practice setting
- A website that is updated and maintained for access to pesticide related resources and links to partners, and tools such as information on state requirements for reporting pesticide-related incidents (e.g., [MCN’s](#))

[Pesticide Reporting and Workers' Compensation in Agriculture - Interactive Map](#))

- Six or more pesticide-related articles written and placed in relevant media each year, and the estimated audiences.
 - An evaluation tool to determine the effectiveness of programs.
- c) Technical Assistance
- A number of stakeholders receiving technical assistance to integrate the core skills into practice.
 - A number of stakeholders receiving technical assistance on the use of the EHR.
- d) Outreach and Partnerships
- A minimum of 10 strategic meetings organized and facilitated to promote the recognition, diagnosis, treatment and prevention of pesticide poisonings in the medical practice setting.
 - A number of new partnerships developed and existing partnerships maintained, and the number of people involved in those partnerships.

5. 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 workplan. 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:

- a) An expansion of the reach, impact and effectiveness of the HCPPI.
- b) An overall increase in the recognition and treatment of pesticide related illness and injury by those involved in health care and/or treatment of persons of the agricultural community.
- c) An increased awareness of the importance and need to report pesticide illness and injuries and utilize existing surveillance systems.
- d) Improved health of communities at risk for occupational exposure to pesticides.
- e) Increased awareness in communities of the need to reduce the negative impact on minority and low-income populations of farmworkers and farmworker children through improved healthcare.
- f) A decrease in illness and injury to humans, communities and ecosystem from exposure to pesticides.
- g) Improved protection of humans and the environment from illness and injury from exposure to pesticides.
- h) An establishment of sustainable networks.

6. Performance Measures

The applicant should develop and describe performance measures they expect to achieve through the proposed activities. Performance measures will help gather insights and will be the mechanism to track progress on the project. In addition, performance measures will provide the basis for developing lessons to inform future projects. It is expected that the description of performance measures will include the following:

- a) Overall five-year and annual goals, objectives, outputs (including projects, programs and resources) and outcomes.
- b) Regular reports that document all activities and efforts on project implementation, and track and measure progress achieved toward the outputs, outcomes and milestones met in the overall five-year plan and each annual plans.
- c) A final report that demonstrates the success of the program provides lessons learned, suggests how to carry the program forward and build on its success, and feedback from stakeholders on needed tools and resources.

D. Statutory Authority

The statutory authority for this action is Section 20 of Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), 7 U.S.C. 136r which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies. This cooperative agreement will support FIFRA by addressing the healthcare needs of individuals exposed to pesticides as well as other emerging pesticide related healthcare challenges while supporting the evolving ability of the medical community to tackle the health concerns of the farmworker community.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated amount available for award under this announcement is up to \$2,500,000, depending on availability of funds. EPA anticipates awarding an estimated \$500,000 for fiscal year 2017. At the conclusion of the first year period of performance, incremental funding of an estimated \$500,000 may be made available for each additional year allowing the project to continue for a total of five (5) years depending on Agency priorities, available funding levels, satisfactory performance of the recipient and other applicable considerations. EPA reserves the right to reject all applications and make no awards.

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

EPA anticipates awarding one cooperative agreement subject to the availability of funds and quality of evaluated applications, and other applicable considerations. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any

additional selections for awards will be made no later than six months from the date of the original selection decision.

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

The estimated project period for the award resulting from this solicitation will begin in October 2017. The proposed project period is up to five (5) years.

E. What type of award(s) 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:

1. Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. Collaboration during performance of the scope of work;
3. In accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement(s);
4. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. Review and approval of the substantive terms of subaward agreements; and
6. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with CFDA 66.716 – Research, Development, Monitoring, Public Education, Training, demonstrations and Studies, and the EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), applications will be accepted from states;

U.S. territories or possessions; federally recognized Indian tribal governments and Native American organizations; public and private universities and colleges; hospitals, laboratories, other public or private nonprofit institutions; local governments; and international entities. Individuals and for-profit organizations are not eligible to apply.

Non-profit organization, as defined by 2 CFR Part 200, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that 2 CFR Part 200 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the regulation: (i) institutions of higher education; and (ii) state, local and federally-recognized Indian tribal governments. While not considered to be a “non-profit organization(s)” as defined by 2 CFR Part 200, Institutions of Higher Education and state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.70 are also eligible to apply.

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

B. Cost Sharing or Matching

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

C. Threshold Eligibility Requirements

Applications will be eliminated from the competition if the threshold eligibility criteria listed below are not met. Only applications from eligible entities (see above) that meet all 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 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 www.SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with Ana Rivera-Lupiañez at rivera-lupianez.ana@epa.gov or 703-308-6841 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 from each eligible applicant including units of government and institutions of higher education. If EPA receives more than one application from an eligible applicant (e.g. different agencies of a governmental unit or different departments of the same IHE) EPA will refer the applications back to the applicant for a decision regarding which application the applicant wants EPA to consider.
 3. Applicants must be eligible to receive funding under this announcement. (*See Section III.A. 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 and workshops) must take place in the U.S.
 10. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities (e.g. trainee stipends), that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

IV. APPLICATION AND SUBMISSION INFORMATION

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

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

Mailing Address:

OGD Waivers
c/o 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-2017-003
- Organization Name and Data Universal Number System (DUNS);
- Organization's Contact Information (email address and phone number); and
- An explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through [Grants.gov](https://www.grants.gov).

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

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 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](https://www.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](https://www.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](https://www.adobe.com/reader/compatibility)

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](https://www.grants.gov). Go to [Grants.gov](https://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-HQ-OPP-2017-003, 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](https://www.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 July 20, 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 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 this announcement.

Optional Documents:

1. 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 Ana Rivera-Lupiañez, at (703) 308-6841. 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 BEFORE the due date identified in Section IV of the solicitation.** The [Grants.gov](https://www.grants.gov) support desk operates 24 hours a day, seven days a week, except Federal Holidays.
A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.
Note: Grants.gov issues a “case number” upon a request for assistance.
3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions does not resolve the problem so that the application is submitted to [Grants.gov](https://www.grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Ana Rivera-Lupiañez at rivera-lupianez.ana@epa.gov with the FON in the subject line. If you are unable to email, contact Ana Rivera-Lupiañez at (703) 308-6841. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.grants.gov) or relevant [www.Sam.gov](https://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.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](https://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [Grants.gov](https://www.grants.gov) representative by calling 606-545-5035. Be sure to obtain a case number from [Grants.gov](https://www.grants.gov). If the problems stem from unforeseen exigent circumstances unrelated to [Grants.gov](https://www.grants.gov), such as extreme weather interfering with internet access, contact Ana Rivera-Lupiañez at (703) 308-6841.
 - b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [Grants.gov](https://www.grants.gov) due to electronic submission system issues or unforeseen exigent circumstances, send an email message to Ana Rivera-Lupiañez at rivera-lupianez.ana@epa.gov prior to the application deadline. The email message must document the problem and include the [Grants.gov](https://www.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 Ana Rivera-Lupiañez at rivera-lupianez.ana@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.

Please note that successful submission through 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. 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, resumes and letters will not count toward any page limit.

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-2017-003]
 - Project Title:

- Project Coordinator:
- Organization Name and Address:
- Telephone No.: Fax 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 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 (20 pages or less).

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. Project Summary and Approach

- a. Purpose Statement
A one sentence description of what will be accomplished as a result of the project.
- b. Project Goal and Objectives (*See section I*)
Describe a plan that includes the following:
 - Stated goal and a numbered list of concisely written objective(s);
 - How the goal and objectives are linked to EPA Strategic Plan Goal 4, Objective 4.1;
 - A list of outputs and results expected from the outputs;
 - A list of outcomes and anticipated changes or benefits to human health and the environment as a result of the outcomes; and
 - An approach for tracking and reporting progress toward achieving the expected outputs and outcomes.
- c. Project Design
Describe in detail the approach and plan for establishing a program with national coverage, that continues, expands and enhances the HCPPI, and includes:
 - How the overall approach and plan will meet program objectives.

- A list of outputs with expected results, and expected outcomes with the anticipated changes or benefits to human health and the environment.
- An approach for tracking and reporting progress toward achieving the expected outputs and outcomes. Clearly describe the expected project outputs and outcomes and how progress towards achieving them will be tracked and measured, and how the project will be evaluated.
- How lessons learned from previous or existing efforts will be used or considered for this project.
- The reports and content of reports to EPA.

d. 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 an 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 \$500,000. Explain 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/office-grants-and-debarment-budget-detail-guidance>.

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 complete 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.

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 each) for the project coordinator and key staff.

E. Submission Dates and Times

The closing date and time for submission of applications is July 20, 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 <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 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 #	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:		
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; and a goal and numbered list of concisely written objectives linked to the purpose of the program that are specific, realistic and measurable, and align with EPA Strategic Plan Goal 4, Objective 4.1.	5	(5)
(b) Project Design Applications will be evaluated on the extent to which the narrative proposal work-plan:		
1. has a well-conceived approach and plan that meets program objectives and furthers the intention to continue, expand and enhance the HCPPI.	10	
2. lists outputs with expected results, and outcomes with anticipated change or benefits to	5	

Criteria	Max #	Total points
human health and the environment, that continue, expand and enhance the HCPPI.		
3. has lessons learned from previous or existing efforts and explains how they will be used or considered to benefit this project.	5	(30)
4. has a clear and practical approach to evaluate performance.	5	
5. has a well-conceived approach for tracking and reporting progress toward achieving the outputs and outcomes.	5	
(c) Project Milestone Schedule Applications will be evaluated on the extent to which the milestone schedule in the narrative proposal work-plan:		
1. covers each of the five years of the cooperative agreement with a breakout of the project activities into phases with associated tasks and a timeframe for completion of tasks.	5	(10)
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 The ability to successfully complete and manage the proposed project taking into account:		30
1. the applicant's organizational experience and plan for timely and successfully achieving the objectives of the proposed project.	5	(30)
2. whether and how the applicant was able to successfully complete and manage the agreements	10	
3. 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	
4. staff expertise/qualification, staff knowledge, and resources or the ability to obtain them.	5	
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) Applications will be evaluated on the extent to which the applicant:		25
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	(25)
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

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

C. 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 September 8, 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. Pre-award Costs

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

C. Administrative and National Policy Requirements

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: [EPA Grants Overview for Applicants and Recipients](#).

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

Indirect costs 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.

D. Reporting Requirements

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

E. 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 <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.

F. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures>

Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

VII. AGENCY CONTACT

If you have questions or need additional information regarding this announcement, please contact **Ana Rivera-Lupiañez** via e-mail at rivera-lupianez.ana@epa.gov or by postal mail at EPA Office of Pesticide Programs, 1200 Pennsylvania Avenue, N.W. (Mail Code 7506P), Washington, DC 20460.

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