

# Strategic Agricultural Initiative Grant Program

## Fiscal Year 2009 Request for Proposals

### Environmental Protection Agency – Region III EPA-R3LCD-09-04

#### **OVERVIEW INFORMATION:**

**1. Federal Agency Name:**

U.S. Environmental Protection Agency, Region III  
Land and Chemicals Division  
Pesticides and Asbestos Programs Branch

**2. Funding Opportunity Title:**

Strategic Agricultural Initiative Grant Program: FY 2009 Request for Proposals.

**3. Announcement Type:** Initial Announcement for Fiscal Year 2009.

**4. Funding Opportunity Number:** EPA-R3LCD-09-04

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

Surveys, Studies, Demonstrations, Educational Outreach, and Special Projects within the Office of Prevention, Pesticides, and Toxic Substances.

**6. Statutory Authority:**

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20.

**7. Date:** Proposals must be postmarked or submitted via Grants.gov on or before **5:00 P.M. EST on January 30, 2009**. All proposals postmarked or submitted via Grants.gov **after** this due date will **NOT** be considered for funding.

#### **EXECUTIVE SUMMARY:**

EPA Region III is soliciting proposals to help implement the Food Quality Protection Act (FQPA) and to support efforts by the agricultural community to “transition” away from high risk pesticides to the use of less and reduced risk pesticides and alternative methods of pest control in minor food crop production. The program supports grants for education, extension, demonstration, and field projects for FQPA transition and reduced risk practices for pest management in agriculture.

## **I. Funding Opportunity Description**

### **A. Authority**

EPA expects to award grants under the authority provided in FIFRA Section 20 which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies. Demonstrations must involve new or experimental technologies, methods, or approaches, and it is encouraged that the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project. Implementation projects are **not** eligible for funding under this announcement.

Regulations governing assistance agreements are found at 40 CFR part 30 for institutions of higher education, colleges and universities, and non-profit organizations; and 40 CFR part 31 for States and local governments. In addition, the provisions in 40 CFR part 32, governing government wide debarment and suspension; and the provisions in 40 CFR part 34, regarding restrictions on lobbying apply. All costs incurred under this program must be allowable under the applicable OMB Cost Circulars: A-87 (States and local governments), A-122 (nonprofit organizations), or A-21 (universities). Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (e.g., lobbying members of Congress or lobbying for other Federal grants, cooperative agreements or contracts). See 40 CFR part 34.

### **B. Program Description**

1. *Purpose and Scope* - The purpose of the Food Quality Protection Act (FQPA) Strategic Agricultural Initiative (SAI) Grant Program (<http://www.epa.gov/pesticides/grants/aginitiative.htm>) is to help implement FQPA and support “transition” efforts by minor food crop growers to more environmentally sound pest management practices. The program supports grants for education, extension, demonstration and field projects for FQPA transition and reduced risk practices for pest management in agriculture. Successful applicants will also have an outreach and extension component to their program.

2. *Goals and Objectives* - The goals of the FQPA Strategic Agricultural Initiative are:

- Utilize demonstration projects, outreach, and/or education to increase the adoption of reduced risk/integrated pest management (IPM) practices that provide alternatives to the use of highly toxic pesticides and/or pesticides impacted negatively by FQPA decisions.

- Encourage partnerships between producers, commodity groups, scientists, extension, local/state/federal government agencies, and other stakeholders to demonstrate, promote, and utilize reduced risk/IPM practices in the field.
- Actively engage scientists, producers, industry, and local/state/federal partners in the specifics of implementing FQPA.
- Quantitatively measure and document the effects and impacts of using the reduced risk/IPM programs on human health and the environment, and the value of the project to the community.
- Facilitate a sustainable whole farm systems approach that utilizes conservation planning and reduced risk/IPM practices.
- Demonstrate region specific pest management practices and integrated minor food crop management systems to replace pesticide uses which may be cancelled under FQPA.

3. *EPA's Strategic Agricultural Initiative Priorities* – The FY 2009 priority areas for the SAI Program are:

- Specific agricultural pesticides for which reduced risk alternative methods of pest management are sought, especially on minor food crops:
  1. Azinphos methyl (AZM)
  2. Soil fumigants – especially methyl bromide (includes chloropicrin, dazomet, and metam sodium/potassium).
  3. Regional high risk/high benefits and few (or poorly adopted) alternatives.
- Specific agricultural issues involving pesticides for which integrated pest management (IPM) advancements are sought:
  1. Resistance management (such as glyphosate weed resistance)
  2. Water quality and runoff issues (e.g. impaired waterways)
  3. Pollinator protection issues
  4. Endangered species protection
  5. IPM approaches for controlling rodents in livestock operations
  6. Repeating emergency exemption (Section 18) requests on minor food crops
  7. Urban / Rural Interface and volatile pesticides
- Emerging issues and upcoming risk management decisions for which field assistance is sought (information only):
  1. Synthetic pyrethroid pesticides – use information and alternatives
  2. Nicotinoid pesticides – use information and trends

### **C. Background**

The Food Quality Protection Act (FQPA), passed by Congress in 1996, establishes health based standards for pesticide residues in raw and processed food. It is intended to protect public health from exposure to pesticides and to create an environment favorable for the development and adoption of lower risk, effective crop protection tools for U.S. agriculture. The EPA, the U.S. Department of Agriculture (USDA), and numerous agricultural organizations are working on efforts to implement the FQPA. For this effort, EPA established regional programs for FQPA implementation and partnership activities to reduce risks and use of pesticides in agriculture. For more background information on FQPA, visit the EPA website at <http://www.epa.gov/pesticides/regulating/laws/fqpa/>.

### **D. FQPA/SAI Linkage to EPA Strategic Plan and Anticipated Outcomes/Outputs**

1. *Linkage to EPA Strategic Plan/GPRA Architecture.* These assistance agreements will support EPA Strategic Plan Goal 4 - Healthy Communities and Ecosystems; Objective 4.1 - Chemical, Organism and Pesticide Risk; Program/Project J1 – Pesticides: Protect Human Health, J2 – Pesticides: Protect the Environment, and J3 – Pesticides: Realizing the Value of Pesticide Availability; Sub-Objective 3 – Protect Human Health from Pesticide Risk, 4 – Protect the Environment from Pesticide Risk, and 5 – Realizing the Value of Pesticide Availability. Through 2011, ensure the public health and socio-economic benefits of pesticide availability and use. In addition, assistance agreements will protect human health and the environment from pesticide risk by implementing EPA statutes to ensure pesticides continue to be safe and available when used in accordance with the label. To see EPA's 2006-2011 Strategic Plan visit:

[www.epa.gov/ocfo/plan/plan.htm](http://www.epa.gov/ocfo/plan/plan.htm).

2. *Outcomes.* Through this grant program, EPA expects to: 1) increase the number of growers using reduced risk/IPM tools and techniques; 2) measure quantitative and qualitative reduction in the use of higher risk pesticides or pesticides in general; and 3) support partnerships between crop producers, EPA, other federal/state/local agencies, and other interested stakeholders to implement reduced risk/IPM programs and to leverage funds from other sources to increase the scope of the FQPA/SAI program.

3. *Outputs.* The anticipated outputs of these projects include: a) educational and outreach materials for growers; b) conferences, seminars, and on-site field training; c) partnerships established between federal and non-federal programs to provide reduced risk/IPM programs for minor food crop producers; d) acres impacted by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods; and e) percent reduction or pound per acre reduction expected in the use of highly toxic pesticide active ingredients.

4. *Measures*. Projects **MUST** include the following measures and be submitted in table format:

1. Total number of acres impacted directly by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
2. Total number of “potential” acres impacted by the project. Potential means the total number of acres that the proposed project could impact in addition to and including the number of actual acres involved in the project.
3. List the individual crop(s) involved in the proposed project.
4. List the individual pest(s), if applicable, involved in the project including the scientific name(s) (*Genus species*) of the targeted pest(s) involved in the project.
5. Percent reduction or pound per acre reduction expected in the use of highly toxic active ingredients and/or pesticide products.
6. List of pesticide active ingredient(s) replacing **and** alternatives transitioned to as a result of the proposed project.
7. Declared SAI Transition Gradient number (0-5 Rating) from the “SAI Transition Gradient” listed below; or see <http://www.epa.gov/reg3wcmd/pesticidesSAI2008.htm>
  - a. Rating **must** be provided in your proposal for the beginning of the project, and provided at the conclusion of the project.
8. Projects **must** declare selected measures either direct or surrogate measures. These measures are to be expressed as a benefit to human health and the environment, value to the project community, and demonstrate results from the use of the reduced-risk practices or integrated pest management (IPM) program that can be tracked throughout the project. Direct measures identify actual environmental changes occurring with IPM program adoption. In contrast, surrogate measures identify changes in strategies or behavior that contribute to environmental changes.
9. Projects **must** separately list in table format the anticipated project outputs and outcomes. Include as part of the project narrative.

**Strategic Agricultural Initiative (SAI) Transition Gradient:**

- 0 No transition, growers resist any change.
- 1 Growers are interested in learning about reduced-risk pest management practices
- 2 Reduced-risk pest management practices have been initiated at the grower level on a pilot basis.
- 3 Growers utilize key management practices to determine pest management needs.
- 4 Full implementation of reduced-risk pest management practices.
- 5 Adoption of a *whole systems* approach.

## **II. Award Information**

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

The EPA Region III Strategic Agricultural Initiative Grant Program anticipates having approximately **\$110,000** in 2009 to award to eligible applicants. Projects up to **\$55,000** will be considered for funding. Indirect costs must be included in the \$55,000 maximum funding amount. Should the amount available for funding change, the Agency will make grant awards based on the actual funding received.

### **B. Funding Type**

The funding for selected projects is in the form of a grant awarded under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), Section 20.

### **C. Total Number of Awards**

The number of awards will depend on individual proposal costs, the final aggregate amount of Federal funding for all proposals, and the total final amount of Federal funding available. Proposals to supplement existing projects are eligible to compete with proposals for new awards.

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

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 6 months after the original selection decisions.

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

Award funds for the selected proposals are expected to be available in **March 2009**. Proposed project periods may be up to two (2) years.

### **E. Disclaimer**

EPA Reserves the right to reject all proposals and make no awards.

### III. Eligibility Information

#### A. Eligible Applicants

Grant funds are available to States, U.S. territories or possession, federally recognized Indian tribal governments and Native American Organizations, public and private universities and colleges, hospitals, laboratories, and other public or private nonprofit institutions. Individuals are not eligible to apply. 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. For-profit organizations are not eligible; however, ineligible groups are encouraged to work with an eligible organization to submit proposals.

#### B. Matching/Cost Share Requirements

Matching funds are not required; however, applicants are strongly encouraged to leverage funds from other sources. (See Section V.B.9.)

#### C. Threshold Eligibility Information

To be considered for funding, applications must meet the criteria listed below. Applicants deemed ineligible for funding consideration as a result of the eligibility review will be notified within 15 calendar days of the ineligibility determination.

Proposals **must** address two or more of the Goals and Objectives of the FQPA/SAI program listed above in Section I.B.2. of this announcement.

Projects **MUST** have the following measures:

1. Total number of acres impacted directly by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
2. Total number of “potential” acres impacted by the project. Potential means the total number of acres that the proposed project *could* impact in addition to and including the number of actual acres involved in the project.
3. List the individual crop(s) involved in the proposed project.
4. List the individual pest(s), if applicable, involved in the project including the scientific name(s) (*Genus species*) of the targeted pest(s) involved in the project.
5. Percent reduction or pound per acre reduction expected in the use of highly toxic active ingredients and/or pesticide products.
6. List of pesticide active ingredient(s) the proposed project will replace **and** the alternatives transitioned to as a result of the proposed project.
7. Declared SAI Transition Gradient number (0-5 Rating) from the “SAI Transition Gradient”; see Section I.D.4 of this announcement or <http://www.epa.gov/reg3wcmd/pesticidesSAI2008.htm>.

- a. Rating **must** be provided in your proposal for the beginning of the project, and provided at the conclusion of the project.
8. Projects **must** declare selected measures either direct or surrogate measures. These measures are to be expressed as a benefit to human health and the environment, value to the project community, and demonstrate results from the use of the reduced-risk practices or integrated pest management (IPM) program that can be tracked throughout the project. Direct measures identify actual environmental changes occurring with IPM program adoption. In contrast, surrogate measures identify changes in strategies or behavior that contribute to environmental changes.
9. Projects **must** separately list in table format the anticipated project outputs and outcomes. Include as part of the project narrative.

Proposals must substantially comply with the proposal 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 proposal, pages in excess of the page limitation will not be reviewed. If a single spaced proposal is submitted, the narrative will only be reviewed up to the equivalent of the 12 page double spaced page limit for narratives specified in Section IV.B.7.

In addition, proposals must be postmarked by or received through [www.grants.gov](http://www.grants.gov), as specified in Section IV of this announcement, on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.

Proposals received or postmarked after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy submissions, where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with John Butler, EPA Region III, as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed. In addition, since the FQPA/SAI grant program is intended to support field projects, proposals must not include activities that involve basic research.

The EPA will consider only one (1) proposal by each individual investigator. If more than one proposal is received from the same investigator, only the first proposal received will be considered. Proposals from different investigators within the same organization are acceptable.

Implementation of all projects **MUST** occur within one or more of the states of EPA Region III (Delaware, Maryland, Pennsylvania, Virginia, West Virginia) or the District of Columbia.

Any proposals that do not meet the above requirements will not be considered further for funding.

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

### **A. Address to Request Application Package**

Blank application forms can be obtained at the following Internet address:

<http://www.epa.gov/region3/grants/appforms.htm>

Hard paper copies of application forms can be obtained at the following address:

Environmental Protection Agency – Region III  
ATTN: John J. Butler  
Land and Chemicals Division  
1650 Arch Street – (3LC62)  
Philadelphia, PA 19103-2029

Applicants applying via grants.gov will find the entire application package by following the instructions listed in **Section IV, F.** of this announcement.

### **B. Content and Format of Proposal Submission**

**If you are applying via the hard copy method, one original hard paper copy is required along with a copy as an MS Word, Adobe PDF, or WordPerfect file on CD. If you are applying via the grants.gov method, no hard paper copy is required. (See Section IV.F “Other Submission Requirements” of this announcement for more information about applying via grants.gov)**

Proposals should be typewritten, double spaced in 12 point or larger font using an 8.5 x 11 inch paper with minimum 1 inch horizontal and vertical margins. When submitting via grants.gov, the proposal must be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

Pages **MUST** be numbered in order starting with the cover page and continuing through the appendices.

All proposals **MUST** contain the following **with** the corresponding page numbers:

- 1. Standard Form SF 424 – Application For Federal Assistance** (no page number):  
Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Clearly state the **TOTAL** funding amount requested for the **ENTIRE** project period in Block 15.
- 2. Standard Form SF 424A – Budget Information** (no page number):  
Clearly state the requested funding amount for **each** of the Budget Categories under Section B for the **entire** project period. The total amount of federal funding requested for

the two-year project period should be shown on line 5(e) and on line 6(k) of SF-424A. If matching funds are being provided, this amount should be included in the totals for these lines. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (percentage), the base (personnel costs and fringe benefits) and the total amount should also be indicated under Section F – Other Budget Information.

\* If you are submitting a hard copy proposal, blank SF-424 and SF-424A forms can be found at <http://www.epa.gov/region3/grants/appforms.htm>

\*\*If you are submitting via grants.gov, the forms will be included in the electronic application package.

If matching funds are being provided, include the total amount of funding (EPA + applicant) for each category.

### 3. Cover Page (Page 1):

The cover page should list the following information with your letterhead:

Project Title:

Project Coordinator:

Organization Name and Address:

Telephone No.:      Fax No.:      Email Address:

Project Period (including Starting Date and Ending Date):

First Year Funding Request:

Second Year Funding Request, if applicable:

**Total** Funding Request (for the **entire** project):

Please indicate if this proposal is a continuation of a previously EPA funded project.

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following:

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

Budget Period of Project (Start and End Dates): \_\_\_\_\_

### 4. Budget/Resources (Page 2):

Please submit a detailed budget with your proposal, linking the cost of each objective with the budget. Explain the need for funding under each of the appropriate budget categories. Under travel, include the travel location(s), estimated number of trips, estimated total mileage and number of nights lodging required throughout the entire project period and the estimated total cost of lodging. Include information on other funding sources (leverage funds), if any. Describe how leveraged resources will be obtained and what role EPA funding will play in the overall project.

**Management Fees:** When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other

similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

5. **Table of Contents** (Page 3): A one page table listing the different parts of the application and the page number on which each part begins.

6. **Executive Summary (Page 4)**: The Executive Summary should be a stand alone document, not to exceed one (1) page, containing the specifics of what is proposed and what you expect to accomplish regarding measuring or movement toward achieving project goals. This summary should identify the **measurable environmental results** you expect including potential human health and environmental benefits (See Section I.D. for more information about environmental results).

7. **Proposal Narrative** (Includes Part I-VI): Parts I-VI listed below should **not** exceed **twelve (12) pages**. These pages should be numbered beginning with Page 5.

- a. **Part I: Project Title.** Self explanatory.
- b. **Part II: Objectives.** A numbered list (1, 2, etc.) of concisely written project objectives. In most cases, each objective can be stated in a single sentence. These objectives should be specific and clearly stated.
- c. **Part III: Justification.** For each objective listed in Part II above, discuss the potential outcome in terms of environmental, human health, pesticide risk and/or use reduction or pollution prevention. If appropriate, the target pest(s) and crop(s) **MUST** be explicitly stated. This section should be numbered with a justification corresponding to each objective.
- d. **Part IV: Literature Review.** Briefly describe relevant information currently available. This should also include information on projects currently in progress that are relevant to or provide the basis for either the experiment design or the validation of a new approach to pest management.
- e. **Part V: Approach and Methods.** Describe in detail how the program will be carried out. Describe how the system or approach will support the program goals. Include a well conceived work plan that is realistic and appropriate to achieving the identified objectives. This should include a brief background on the main issues or challenges, specific objectives, main activities and expected outcomes and deliverables. Include the project area and clearly specify the crop(s) and number of acres of each crop affected.

f. **Part VI: Performance Measures and Expected Outputs and Outcomes.** Please state how you will evaluate the success of the program in terms of **measurable environmental results**. (See Section I. D.) The work plan should include **performance measures** that demonstrate the progress or environmental benefits of the project. Any project surveys are required to provide measurable outputs and outcomes. Outputs and outcomes **MUST** be clearly listed in a table format. Include specific milestones and how you will measure improvements to human health, the ecosystem, or quality of life. In addition to the performance measures listed in Section I.D.4. (Measures), all proposals and reports (progress and final) **MUST** also include the following elements for reporting of project measures:

- Total number of acres impacted by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
- Total number of “potential” acres impacted by the project. Potential means the total number of acres that the proposed project could impact in addition to and including the number of actual acres involved in the project.
- List the individual crop(s) involved in the proposed project.
- List the individual pest(s), if applicable, involved in the project including the scientific name(s) (*Genus species*) of the targeted pest(s) involved in the project.
- Percent reduction or pound per acre reduction expected in the use of highly toxic active ingredients and/or pesticide products.
- List of pesticide active ingredient(s) the proposed project will replace **and** the alternatives transitioned to as a result of the proposed project.
- Declared SAI Transition Gradient number (0-5 Rating) from the “SAI Transition Gradient”; see Section I.D.4 of this announcement or <http://www.epa.gov/reg3wcmd/pesticidesSAI2008.htm>.
  - Rating **must** be provided in your proposal for the beginning of the project, and provided at the conclusion of the project.
- Projects **must** declare selected measures either direct or surrogate measures. These measures are to be expressed as a benefit to human health and the environment, value to the project community, and demonstrate results from the use of the reduced-risk practices or integrated pest management (IPM) program that can be tracked throughout the project. Direct measures identify actual environmental changes occurring with IPM program adoption. In contrast, surrogate measures identify changes in strategies or behavior that contribute to environmental changes.

- Projects **must** separately list in table format the anticipated project outputs and outcomes. Include as part of the project narrative.
- Evidence that the applicant expects to partner with others and/or encourage favorable attention to the project with media releases or other outreach activities.
- Data on performance measures should be reported in table format whenever possible. Related and supportive scientific publications can be attached.

8. **Proposal Appendices:** These appendices **must** be included in the grant proposal. Continue page numbering as appropriate after Part VI.

- Appendix A. Literature Cited.** List cited key literature references alphabetically by author.
- Appendix B. Timetable.** A timetable that includes what will be accomplished under each of the objectives during the project and when completion of each objective is anticipated.

9. **Programmatic Capability and Past Performance:** Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports, and (iii) how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g. outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency 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 reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goal of the proposed project.

### **Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If

no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

### **C. Submission Dates and Times**

Proposals must be postmarked or submitted via Grants.gov on or before **5:00 P.M. EST on January 30, 2009**. All proposals postmarked or submitted via Grants.gov **after** this due date will **NOT** be considered for funding.

### **D. Intergovernmental Review**

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

### **E. Funding Restrictions**

Indirect cost rates will not increase the \$55,000 maximum funding amount.

**Allowable Costs:** EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching 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 government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21, as appropriate.

### **F. Other Submission Requirements**

Please note that you may choose to apply ***one of two ways***. If you wish to apply **electronically** via Grants.gov, please follow the appropriate instructions under “Electronic Submission” below. If you wish to apply with a **hard copy** submission, please follow the instructions under “Hard Copy Submission” below. Please only participate in one form of submission.

#### **Electronic Submission**

If you wish to apply electronically, the electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. ***Note that the registration process may take a week or longer to complete.*** If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version ( [Adobe Reader applications](#) are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or [http://www.grants.gov/aboutgrants/program\\_status.jsp](http://www.grants.gov/aboutgrants/program_status.jsp)).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R3LCD-09-04 or the CFDA number that applies to the announcement (CFDA 66.716), in the appropriate field. You may also be able to access the application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

**Application Submission Deadline:** Your organization’s Authorized Organization Representative (AOR) must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) on or before 5:00 PM ET on **January 30, 2009**. All proposals submitted via Grants.gov after this due date will NOT be considered for funding.

Please submit *all* of the application materials described below.

## **Application Materials**

**The following forms and documents are required under this announcement:**

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Assurances for Non-Construction Programs (SF-424B)
5. Grants.gov Lobbying Form
6. EPA Form 4700-4 – Pre-award Compliance Review Report
7. Proposal/Work Plan/Project Narrative/Project Proposal-[prepared as described below] or [prepared as described in Section IV... of the announcement]
8. Budget Narrative Attachment Form (Budget Detail)
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Other Attachments, if applicable

The application package *must* include all of the following materials:

- 1. Standard Form (SF) 424, Application for Federal Assistance**  
Complete the form. There are no attachments.  
Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- 2. SF-424A, Budget Information for Non-Construction Programs**  
Complete the form. There are no attachments.  
The total amount of federal funding requested for the two-year project period should be shown on line 5(e) and on line 6(k) of SF-424A. If matching funds are being provided, this amount should be included in the totals for these lines. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)
- 3. SF-424B, Assurances for Non-Construction Programs**  
Complete the form. There are no attachments.
- 4. Grants.gov Lobbying Form – Certification Regarding Lobbying**  
Complete the form. There are no attachments.
- 5. EPA Form 5700-54, Key Contacts Form**  
Complete the form. There are no attachments.  
If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)
- 6. EPA Form 4700-4, Pre-Award Compliance Review Report**  
Complete the form. There are no attachments.
- 7. Proposal prepared as described in Section IV.B. of the announcement.**
- 8. Budget Narrative Attachment Form – Detailed Itemized Budget**  
Prepare the Detailed Itemized Budget and attach it by clicking on “Budget Narrative Attachment Form” and then “Add Mandatory Budget Narrative.” (See Application Preparation and Submission Instructions below for more details.)
- 9. SF-LLL, Disclosure of Lobbying Activities (i.e., required if your organization is involved in lobbying)**  
Complete the form if your organization is involved in lobbying activities.

**10. Other Attachments Form – Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget)**

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.)

You **must** submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

**11. Other Attachments Form – Biographical Sketches for the Project Manager(s)**

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individuals that relate to managing the proposed project.

## **Application Preparation and Submission Instructions**

**Documents 1 through 8** listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 6, click on the appropriate form and then click “Open Form” below the box. The fields that **must** be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “**Save**”. When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For documents 7 and 8, you will need to attach electronic files. Prepare your proposal as described above [or as described in Section IV. of the announcement] and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for

Submission.” Follow the same general procedures for attaching document 8 – the Detailed Itemized Budget – using the “Budget Narrative Attachment Form.”

**Documents 9 through 11** are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 9 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 10 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You **must** submit document 11 – Biographical Sketches for Project Manager(s). To attach document 10 and document 11, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY09 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 09 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY09 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your Authorized Organization Representative (AOR) should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY09), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact John J. Butler, EPA Region III, via email at [butler.john@epa.gov](mailto:butler.john@epa.gov) or by telephone at 215-814-2127.

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* grants.gov) within 30 days of the application deadline, please contact John J. Butler, EPA Region III SAI Grant Program Coordinator, at (215) 814-2127. Failure to do so may result in your application not being reviewed.

Please be sure to view the additional instructions that are available for download on Grants.gov for this announcement.

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport>.

### **Hard Copy Submission**

If you are applying via the hard copy method, one original hard paper copy is required including all of the documents identified in Section IV.B. of this announcement along with a copy as an MS Word, Adobe PDF, or WordPerfect file on CD.

All **hard copy** proposals should be sent or delivered through regular mail, express mail, or courier to:

Environmental Protection Agency – Region III  
Attention: John J. Butler  
Land and Chemicals Division  
1650 Arch Street (3LC32)  
Philadelphia, Pa. 19103-2029

### **Pre-proposal/Application Assistance and Communications**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

Additional information about this announcement, including information concerning deadline extensions or other modifications, may be found at:

<http://www.epa.gov/reg3wcmd>.

## **Partnerships, Contractors and Subawards:**

### **a. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?**

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

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of these regulations. The regulations also contain limitations on consultant compensation. While applicants are not required to identify subawardees/subgrantees and/or contractors or consultants in their proposal, if they do so the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor or consultant in the proposal EPA selects does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#), and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

### **b. How will an applicant’s proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?**

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

- (i) an applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profits or individual consultants;
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal if the applicant demonstrates in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate.. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

## **V. Proposal Review and Selection Criteria**

### **A. Proposal Review**

All proposals will be reviewed for eligibility and completeness by the Region III Strategic Agricultural Initiative Coordinator. Complete and eligible proposals will be evaluated by a panel of EPA staff using the selection criteria listed below (see Section III for eligibility information).

### **B. Selection Criteria (Total 100 points)**

1. *Clearly stated programmatic indicators.* Proposals will be evaluated on their clarity in presenting the total number of acres and potential acres impacted by the project, listing the crops and pests targeted in the project, listing the quantitative reduction in pesticide use, identifying the pesticide active ingredients replaced and alternative practices transitioned to as a result of the project, and the declared SAI Transition Gradient Rating. **(5 points)**
2. *Importance of project in relation to FQPA.* Proposals will be evaluated based on the extent that they address critical pest management issues relative to the Food Quality Protection Act (FQPA) and are consistent with the goals of the FQPA Strategic Agricultural Initiative (See Section I.B.2 for goals). Projects must focus on actual results, getting information and agricultural practices into the hands of

growers who actually use them to shift away from FQPA-targeted pesticides to other methods of pest management. **(10 points)**

3. Commodity and region-wide significance and degree of transferability to other areas. Proposals will be evaluated based on the extent they address agricultural commodity pest problems, discuss critical pest management issues (explaining the importance of the project and the commodity) and address how the agricultural practice and reduced-risk tools could be adapted to other locations with similar cropping systems. **(5 points)**
4. On-farm demonstration with active roles for multiple grower participation. Proposals will be evaluated based on the extent of their partnerships and the participation of growers as part of the project activities. Cooperation with scientists, extension officers, pest control advisors, crop consultants other non-profit organizations, and other partners is encouraged. Letters of support from collaborators, indicating their contributions to the project, should be provided for this factor. **(10 points)**
5. Clearly stated and measurable objectives. Proposals will be evaluated based on their clarity and ability to explain the project objectives and the degree to which the proposed project will: (i) Reduce or eliminate the use of highly toxic pesticides; and (ii) Increase farmers' adoption of reduced risk alternatives and/or sustainable integrated pest or crop management methods. Include a clear explanation of the methods (both quantitative and qualitative) that will be used to measure progress and impacts. Measures of success should be linked to reduction of pesticide use/risks, implementation of alternative agricultural practices, and/or similar impacts. Indicate the target percent reduction in pesticide use. **(10 points)**
6. Environmental Measurement/Outputs and Outcomes (Medium and Long-term outcomes) Projects will be evaluated on their likelihood of achieving predicted environmental results, expected outcomes, project goals, and produce on-the-ground, quantifiable environmental change. Projects must have a clear plan to track and measure its progress toward achieving the expected outputs and outcomes as identified in Section I. Include a description of expected outputs and outcomes in table format along with a SAI Transient Gradient rating at the start of the project. Include two to three performance measures that can be tracked throughout the project. Please note that these performance measures may be the same as or in addition to the mandatory measures listed in Section I.D.4 of this announcement.

If your project is selected for funding, measures included in your proposal may be subject to negotiation. Be sure to describe the method you will use to attain data to support the measures indicated. **(35 points)**

7. Outreach/Use of extension to enhance the likelihood of grower adoption. Proposals will be evaluated to the extent that there are clear plans for extension; outreach or communications that will likely lead to effective learning and adoption of new practices, and how the long term, sustainable adoption will be measured. **(15 points)**
  
8. Programmatic Capability (Technical Experience) and Environmental Results Past Performance/Qualification and experience of the applicant relative to the proposed project and involvement of key institutions and stakeholders. Proposals will be evaluated based on the applicant's: (i) past performance in successfully completing 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 has performed and completed within the last three years; (ii) a history of meeting reporting requirements on prior or current assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years with federal and/or non-federal organizations and submitting acceptable final technical reports; (iii) past performance in documenting and/or reporting on its progress towards achieving the expected outcomes and outputs (e.g., results) under federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that the organization performed within the last three years (and if such progress was not made whether the documentation and/or reports satisfactorily explained why not); (iv) organizational experience and ability to plan for timely and successfully achieving the objectives of the project; and (v) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. Applicants without past experience will receive a neutral score in this area. **(5 points)**
  
9. Project Utilizes Leveraging (Funding and Partnerships). Applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards of 40CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. **(5 points)**

**PLEASE NOTE:** FQPA/Strategic Agricultural Initiative funds are not intended to support basic research; however, proposals may include a *component for applied on farm research*, as long as they also have *demonstration, education and/or outreach activities*.

## **VI. Award Administration Process**

### **A. Award Decisions and Formal Application Process**

The EPA Region III office will email acknowledgments to applicants upon receipt of the proposal. Proposals will be ranked and evaluated based on the criteria listed in Section V by a review panel. The highest ranked proposals will be submitted to the selection official, who will make selections based on the recommendations.

Once proposals have been reviewed, evaluated, ranked and selected, applicants will be notified via U.S. Mail regarding the outcome of the competition. The notification is not an authorization to begin performance on the selected project(s). The notice of award sent via U.S. Mail to the applicant's authorized representative and signed by the EPA award official is the authorizing document.

A listing of successful proposals will be posted on the EPA Region III website address at the conclusion of the competition (<http://www.epa.gov/reg3wcmd>).

If your proposal is selected for funding, you will need to complete a formal application for Federal funding. An application kit containing financial and administrative forms and general information on Federal grants will be mailed to award recipients. Blank forms may also be obtained at: <http://www.epa.gov/region03/grants/appforms.htm>.

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

The award and administration of these grants will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements to states, tribes, and local governments set forth at 40 CFR Part 31. Grants awarded pursuant to this solicitation are subject to the regulations for "Environmental Program Grants" set forth at the 40 CFR Part 35, subpart B. In addition, the provision in 40 CFR Part 32 governing government wide debarment and suspension, and the provisions in 40 CFR Part 40 regarding restrictions on lobbying apply.

Once a proposal is selected, the recipient may be required to submit before award, in addition to a full application, a copy of its written procurement procedures developed in accordance with 40 CFR 30.40 – 30.48 or 40 CFR 31.36, as applicable, for review.

Award recipients must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number on their formal SF-424 application form. A DUNS number can be obtained by calling 1-866-705-5711. A DUNS number is not required until the full application is submitted.

All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at <http://www.whitehouse.gov/omb/circulars>. In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fund-

raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 40 CFR Part 40.

Non-profit applicants that are recommended for funding under this announcement will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at [http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf). Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data **are required** to submit a Quality Assurance Project Plan (QAPP). This includes efficacy and performance data, surveys and similar results. The award recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPP's can found at [http://www.epa.gov/quality1/qa\\_docs.html](http://www.epa.gov/quality1/qa_docs.html).

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

If indirect costs are budgeted in the assistance application and the non-profit organization or educational institute does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "Cost Principles for Educational Institutions" within ninety (90) days from the effective date of the award for this assistance agreement.

If a local government does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." The local government recipient whose cognizant Federal agency has been designated by the Office of Management and Budget (OMB) must develop and submit its indirect cost rate proposal for approval to its cognizant Federal agency within

six (6) months after the close of the governmental unit's fiscal year. If the cognizant Federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its proposal within that period.

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

**Human Subjects:** A grant applicant must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects. These requirements are given in 40 C.F.R. § 26. **Studies involving intentional exposure of human subjects who are children or pregnant or nursing women are prohibited by Subpart B of 40 CFR Section 26.** For observational studies involving children or pregnant women **and fetuses** please refer to **Subparts C & D of 40 CFR Section 26.** U.S. Department of Health and Human Services regulations at 45 CFR § 46.101(e) have long required "... compliance with pertinent Federal laws or regulations which provide additional protection for human subjects." EPA's regulation 40 C.F.R. Part 26 is such a pertinent Federal regulation. Therefore, the applicant's Institutional Review Board (IRB) approval must state that the applicant's study meets the EPA's regulations at 40 CFR § 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's IRB approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of annual reports.

**Exchange Network:** EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at [www.exchangenetwork.net](http://www.exchangenetwork.net).

### **C. Reporting**

The successful applicant(s) will be required to submit quarterly progress reports throughout the duration of the project. Progress reports are due 30 days post each quarter of the project period. Reports should include a description of project activities including accomplishments, successes and lessons learned along with any problems and/or delays. Environmental outcomes should be indicated in relation to the approved schedule and milestones. Data on performance measures should be reported in table format whenever possible. Quarterly Financial Status Reports (FSR's) will also be required. A final project report is also required 90 days following the end of the project period according to the same format. Related published reports and research publications on the project with analytical data should be attached when applicable. All reports can be submitted either electronically or by hard paper copy.

#### **D. Dispute Resolution Process**

Grant competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the contact listed in Section II.V.

#### **E. Disclaimer**

EPA reserves the right to reject all proposals and make no awards.

### **VII. Agency Contacts**

If you have questions or need additional information regarding the Strategic Agricultural Initiative Request for Proposals (RFP), please contact:

John J. Butler  
Environmental Protection Agency – Region III  
Land and Chemicals Division  
1650 Arch Street (3LC32)  
Philadelphia, Pa. 19103-2029

Phone: 215-814-2127  
Email: [butler.john@epa.gov](mailto:butler.john@epa.gov)