



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

**Funding Opportunity Announcement  
Pesticide Regulatory Education Program (PREP)  
Request for Application (RFA): Initial Announcement**

**March 6, 2009**

## **Funding Opportunity Announcement**

### **Pesticide Regulatory Education Program**

#### **Overview Information**

The following list provides key information concerning this funding opportunity:

**A. Federal Agency and Office Name:**

Environmental Protection Agency (EPA), Office of Prevention, Pesticides and Toxics Substances (OPPTS), Office of Pesticide Programs (OPP); and the Office of Enforcement and Compliance Assurance (OECA), Office of Compliance (OC)

**B. Funding Opportunity Title:**

Pesticide Regulatory Education Program (PREP); Request for Applications (RFA).

**C. Announcement Type:** Initial Announcement

**D. Funding Opportunity Number:** EPA-OPP-2009-02

**E. 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

**F. Statutory Authority:**

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

**G. Dates:**

Application packages must be submitted through Grants.gov on or before 5:00 PM Eastern Standard Time on April 20, 2009. Applicants that do not have internet capabilities to submit thru grants.gov should contact Dea Zimmerman at (312) 353-6344 for alternative submission methods. See Section IV for further information.

#### **Brief Description**

The Office of Pesticide Programs (OPP), in coordination with the Office of Enforcement and Compliance Assurance (OECA)/Office of Compliance (OC), is soliciting applications to implement the Pesticide Regulatory Education Program (PREP) from eligible States, federally recognized Indian tribes, Alaska Native Villages, Inter-tribal consortia and State and tribal institutions for fiscal year (FY) 2010 through 2014. Under this program OPP/OC will provide financial assistance on an annual basis to carry out a pesticide education training program. This pesticide-related training is intended for senior management, senior scientists, and supervisors and managers of pesticide regulatory programs from state/tribes and U.S. territories working under FIFRA Cooperative Agreements with EPA

throughout the U.S. The estimated amount of funding for the cooperative agreement for the five year period is \$2,615,000. For any courses held at EPA offices, there will be an additional \$10,000 in-kind contribution for the use of EPA conference rooms and AV equipment for the five year period. Approximately \$515,000 is expected to be available in FY2010. At the conclusion of the first year period of performance, incremental funding of approximately \$525,000 may be made available for subsequent years depending on funding availability, satisfactory performance and other applicable considerations allowing the project to continue for a total of five years.

## **I. Funding Opportunity Description**

### **A. Authority**

EPA expects to make this award under the authority provided in FIFRA (7 U.S.C. 136r) Section 20 which authorizes the Agency to issue grants or cooperative agreements for research, public education, training, monitoring, demonstration and studies. Regulations governing these agreements are found at 40 CFR Part 31 for States. 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), or A-21 (educational institutions) 2 CFR Parts 220 and 225. 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**

An agreement awarded under this announcement is intended to provide pesticide educational training to managers and senior staff of states, tribes, and U.S. territories working under FIFRA Cooperative Agreements, to develop or enhance the states', tribes' and territories' ability to formulate and implement pesticide regulatory programs, and/or undertake new initiatives. For this solicitation, the word "tribe" refers to federally recognized tribes, and any intertribal consortium defined as a partnership of two or more federally recognized tribes authorized by its membership to apply for, and receive, assistance under FIFRA. State and/or tribal employees not currently working under a FIFRA Cooperative Agreement may be eligible to attend PREP courses based on need and/or space availability in the courses as determined by the PREP Steering Committee or the PREP Coordinator. The PREP Steering Committee comprises eight people in total, five state members and three EPA members. The state members are the top five leadership positions of the American Association of Pesticide Control Officials. The three EPA positions are from the Office of Compliance, the Office of Pesticide Programs and from an EPA

regional office. The PREP Steering Committee is convened on an annual basis, or as needed, to make decisions concerning course selections and the target audience for each course.

## **2. Goal and Objectives**

EPA expects that the recipient will use funding provided under this solicitation to:

- a. Provide high quality training to pesticide managers and senior staff of the states, tribes and U.S. territories working under FIFRA Cooperative Agreements on a wide variety of pesticide issues. The specific type, format and number of training courses (up to five (5) three to five-day courses for up to 27 participants) to be offered annually will be determined by the PREP Steering Committee;
- b. Foster the building of networks and collaborative relationships among states, tribes, U.S. territories, EPA and other federal and state agencies, to more effectively utilize limited resources aimed at implementing pesticide regulatory programs;
- c. Quantitatively and qualitatively measure the success of the training provided according to training recipients in order to improve future programs;
- d. Develop and make available alternate training tools, such as web-based training, interactive DVDs, etc., when requested by the PREP Steering Committee. If alternate tools are requested by the PREP Steering Committee, the maximum number of training courses that will be held the same year that alternate tools are developed is four (4) three to five-day courses.

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

Funds to administer the PREP under this cooperative agreement may be used to:

- a. Assess training needs. Assist the PREP Coordinator in assessing the training needs of the PREP clientele by summarizing needs expressed by participants on course evaluation forms and other methods. Assist in preparing any other summary information as requested by the PREP Coordinator.
- b. Participate in Planning Group meetings to create course agendas. Together with the PREP Coordinator, a Planning Group, consisting of approximately 10-12 state/tribal and EPA employees will be assembled for each course annually. The goal of the Planning Groups is to develop an appropriate curriculum for each course in accordance with the guidance from the PREP Steering Committee. Planning Groups generally meet once a week for several weeks until the planning is complete. The award recipient will assist the PREP Coordinator in taking and disseminating minutes from each planning group meeting; and drafting, revising and disseminating course agendas as they progress through the planning process.

- c. Conduct up to five (5) three to five-day training courses annually for up to 27 participants per course. The locations of the training courses can vary within the United States to take advantage of different environments and types of pesticide usage across the country. Activities in support of the classroom training include:
- i.** Retain appropriate training consultants and instructors based on course needs, trainer availability and course budget. The course content will generally focus on pesticide programmatic issues (water quality, worker safety, endangered species, and certification and training); and pesticide compliance and enforcement issues, but may also include managerial and leadership training, risk communication training, issues related to homeland security, laboratory issues, new regulatory programs and emerging issues.
  - ii.** Research and retain at least one field trip site per course. Field trips should, if possible, support a major theme of the overall course.
  - iii.** Collect and collate course materials from instructors and presenters in a timely manner and arrange for their duplication prior to each course.
  - iv.** Secure classroom space for all courses.
  - v.** Secure and pay for lodging for all course participants and develop a system of paying participants for per diem food expenses.
  - vi.** Make arrangements for working lunches that would allow participants additional time for further networking, rapport building, informal discussions on implementation issues, or new ideas.
  - vii.** Arrange and pay for participant travel costs to and from the course.
  - viii.** Confirm all logistical arrangements for trainer/instructor participation for all courses and arrange for payment of same.
  - ix.** Establish a qualitative and quantitative evaluation system for participants and instructors to be used in developing future training.
- d. Develop “off-the-shelf” training tools (e.g. web-based training, interactive DVDs, etc.) in lieu of one (1) three to five-day classroom training when requested by the PREP Steering Committee;
- e. Maintain PREP related information in a database using Access or other similar software. Appropriate fields for the database will be selected in conjunction with the PREP Coordinator such that reports can be generated on various topics, such as attendee history, numerical scores from course evaluation, etc.

- f. Design and maintain a PREP Website. A Web site will be designed to communicate both historical and current information on PREP course offerings, agendas, and course participants. The web site will be updated as necessary to keep the information current and as new information becomes available.

### **C. History**

PREP courses have been conducted since 1990. Courses are selected by a State-led Steering Committee and the agenda and details of each course are developed by individual PREP Planning Groups, comprised of state/tribal/territory and U.S. EPA employees. U.S.EPA provides all of the funding for PREP through a grant, utilizing State and Tribal Assistance Grant (STAG) monies. Over the past several years, PREP has provided up to five (5) three to five day classroom courses annually. Attendees are trained on practical, up-to-date information on technical, policy and management related issues as well as a wide array of cutting-edge pesticide topics that allow them to better serve the citizens of their states, tribes and territories. The courses, offered in an informal setting and usually in an educational environment, provide attendees an opportunity to learn and interact with their peers as well as federal counterparts. PREP curriculum relies upon the expertise of both private and public sector individuals to offer course participants current perspectives on issues relevant to the regulation of pesticides. Prior to each course, states, tribes and territories are asked to nominate individuals from their agencies for attendance. Courses in the program have included classroom and field instruction.

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

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

The award to be made under this announcement is expected to support EPA's Strategic Plan Goal 4 – Healthy Communities and Ecosystems, objective 4.1 – Chemical, Organism and Pesticide Risk, Program/Project 09 – Categorical Grant: Pesticide Program Implementation; and Goal 5 – Compliance and Environmental Stewardship, objective 5.1 – Achieve Environmental Protection through Improved Compliance, Program/Project 12 – Categorical Grants: Pesticides Enforcement. To see EPA's 2006-2011 Strategic Plan visit: <http://www.epa.gov/ocfo/plan/plan.htm>.

#### **2. 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. They may not necessarily be achievable within an assistance agreement funding period.

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

- a. Enhanced capabilities, through an increase of knowledge, to assist states, tribes and U.S. territories to implement quality pesticide regulatory programs, leading to better protection of human health and the environment. and
- b. Increased partnerships between states, tribes, U.S. territories, EPA and other federal and state agencies involved in aspects of pesticide regulatory programs.

### **3. Outputs**

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

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

- a. Increased number of trained individuals in core FIFRA programmatic and compliance and enforcement activities as well as in new science and regulatory issues pertaining to pesticides;
- b. Course materials (hardcopy or electronic) for participants and electronic materials for distribution to organizations that did not attend;
- c. “Off-the-shelf” training tools (CDs, videos) in lieu of classroom training; and
- d. Training assessment tool for use in program evaluation and improvement.

## **II. Award Information**

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

The total estimated amount available for award under this announcement is approximately \$2,615,000. Approximately \$515,000 is expected to be available in fiscal year (FY) 2010, with incremental funding of approximately \$525,000 for the subsequent four years dependent on funding availability, satisfactory performance and other applicable considerations. The project period of performance is expected to be five years.

### **B. Funding Restrictions**

Indirect costs must be included in the funding amount requested. In accordance with 40 CFR 30.25 (f), “Recipients are authorized without prior approval or a waiver to: (1) Incur preaward costs 90 calendar days prior to award. (i) Preaward costs incurred more than 90 calendar days prior to award require the prior approval of the EPA Award Official. (ii) The applicant must include all preaward costs in its application. (iii) The applicant incurs such costs at its own risk (i.e., EPA is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate

to cover such costs). (iv) EPA will only allow preaward costs without approval if there are sufficient programmatic reasons for incurring the expenditures prior to the award (e.g., time constraints, weather factors, etc.), they are in conformance with the appropriate cost principles, and any procurement complies with the requirements of this rule.”

**C. Funding Type**

EPA will award funding in the form of an assistance agreement according to FIFRA Section 20. The award will be in the form of a cooperative agreement with substantial involvement between the EPA Project Officer and the selected applicant in the performance of the work supported. While EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement would 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; and
3. Review and comment on reports prepared under the cooperative agreement.

**D. Total Number of Awards**

EPA will make one award under this RFA. Funding will be in the form of a cooperative agreement according to FIFRA Section 20. Selection will be based on the criteria established in this announcement.

**E. Start Date/Project Duration**

Award funds for the selected application are expected to be available in October 2009. The proposed project period is expected to be five (5) years.

**F. Additional Award Information**

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.

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

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



### **III. Eligibility Information**

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

EPA is soliciting applications from the following eligible entities to submit applications under this announcement: States, federally recognized Indian tribes, Alaska Native Villages, Inter-tribal consortia and State and tribal institutions. Funding for this grant will be provided from the Agency's State and Tribal Assistance Grant (STAG) appropriation and is intended to support the implementation of state and tribal pesticide compliance and enforcement programs. Therefore, eligibility is limited to the entities listed above.

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

There are no cost share requirements for this project.

#### **C. Threshold Eligibility Requirements**

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

1. Applicants must be eligible (See Section III. A) to receive funding under this announcement.
2. Only one application may be submitted per applicant. Additional ones will be rejected. If multiple applications are received by EPA, the EPA Contact will call the applicant to determine which application EPA should review.
3. The proposed projects must provide that all training courses be held in the contiguous United States.
4.
  - a. Application packages must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV with respect to the project proposal, pages in excess of the page limitation will not be reviewed.
  - b. Proposals must be submitted (or received through authorized alternative means) through Grants.gov on or before 5:00 PM Eastern Standard Time on April 20, 2009. Applicants are responsible for ensuring that their application is submitted or received by the deadline.
  - c. Applications submitted or received 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 or because of technical problems solely attributable to grants.gov and not the applicant. Applicants should confirm receipt of their application with the EPA Contact listed in Section VII as soon as

possible after the submission deadline—failure to do so may result in your application not being reviewed.

#### **IV. General Application Instructions**

##### **A. General**

Applicants must submit a complete, detailed application package including all of the documents described in Section C below. Additional guidance on completing the documents is available through EPA's Office of Grants and Debarment (<http://www.epa.gov/ogd>).

Applicants must submit application packages electronically thru Grants.gov. If an applicant does not have the internet capabilities to submit it thru grants.gov they should contact Dea Zimmerman at (312) 353-6344 at least 14 days before the submission deadline, for an alternate submission method, which will be subject to the same deadlines and requirements in this RFA.

##### **B. Instructions for Electronic Submissions**

When submitting via Grants.gov, the project proposal described below must be readable in PDF, MS Word or WordPerfect for Windows and consolidated into a single file.

The electronic submission of your application package must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. 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 and instructions by entering the Funding Opportunity Number, EPAOPP2009-02, or the CFDA number (CFDA 66.716), in the appropriate field. You may also be able to access the proposal/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 AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 5:00 PM on April 20, 2009.

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

### **C. Application Materials**

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for NonConstruction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Assurances for NonConstruction Programs (SF-424B)
5. Grants.gov Lobbying Form
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Project Proposal – (prepared as described below)
8. Budget Narrative Attachment Form
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Proposal Appendices
11. Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget)

The application package must include all of the following materials:

**1. Application for Federal Assistance (SF-424)** (no page number) Complete the form. There are no attachments. Be sure to include organization fax number and email address in Block 5 of the form. Clearly state the total funding amount requested for the **ENTIRE** project period in Block 15.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the tollfree DUNS number request line at 1-866-705-5711.

**2. Budget Information for NonConstruction Programs (SF-424A)** (no page number) Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. 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 total 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 11 below.)

If you are submitting a hard copy proposal, blank SF-424, SF-424A, SF-424B forms can be found at <http://www.epa.gov/ogd/AppKit/application.htm>. If you are submitting via Grants.gov, the forms will be included in the electronic application package.

**3. EPA Key Contacts Form 5700-54** (no page number) 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.)

**4. Assurances for NonConstruction Programs (SF-424B)** (no page number) Complete the form. There are no attachments.

**5. Grants.gov Lobbying Form – Certification Regarding Lobbying** (no page number) Complete the form. There are no attachments.

**6. EPA Form 4700-4, PreAward Compliance Review Report** (no page number) Complete the form and attach it to your submission. The form can be found at <http://www.epa.gov/ogd/forms/adobe/4700-4.pdf>

**7. Project Proposal (the project proposal, sections a-d below, cannot exceed 15 double spaced pages)**

- a. **Cover Page (Page 1).** The cover page must list the following information with your letterhead:  
EPA docket ID number: EPA-HQ-OPP-2009-0037  
Project Title:  
Project Coordinator:  
Organization Name and Address:  
Telephone No.: Fax No.: Email Address:  
Project Duration (including Starting Date and Ending Date):  
First Year Funding Request:  
Subsequent Year Funding Requests, if applicable:  
Total Funding Request (for the entire project):  
Indicate if this 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: \_\_\_\_\_

- b. **Table of Contents:** A one page table listing the different parts of the proposal and the page number on which each part begins.
- c. **Executive Summary:** 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 results or movement toward achieving project goals. This summary should identify the measurable environmental results you expect including potential human health and ecological benefits.
- d. **Proposal Narrative:** (Includes Part I-VIII below)
  - i. **Part I. Project title.** Descriptive project title.
  - ii. **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.
  - iii. **Part III. Justification:** For each objective listed in Part II above, discuss the potential outcome in terms of impact to pesticide regulatory programs, and environmental and human health protection. This section should be numbered with a justification corresponding to each objective.
  - iv. **Part IV. Background Information:** Explain your experience in delivering projects similar in size, scope and nature to the proposed project.
  - v. **Part V. Resources:** Describe the human resources, potential collaborators, partnerships, coalitions and/or existing networks you offer to increase possibility of project success. State the roles these people or organizations will play in the program.
  - vi. **Part VI. Approach and Methods:** Describe in detail how the program, as described in Section I of this RFA, will be carried out.
    - 1. Describe how the approach or system that will be used to administer this training program will support the program goals. Include a well conceived work plan that is realistic and appropriate to achieving the identified objectives and that demonstrates the following:
      - a. An educational approach and training expertise to conduct high quality training,

- including but not limited to, skill in planning agendas, developing training formats, securing faculty, facilitating sessions, etc.;
- b. The use of technology to enhance the educational experience and foster communication;
- c. The ability to help foster partnerships between organizations;
- d. The ability to include a wide variety of training topics, including emerging national issues;
- e. How the training program will be able to offer one to two training courses a year in locations other than its “home base”; and
- f. How/what alternate training materials can be created in lieu of classroom training;

**vii. Part VII. Performance Measures and Expected**

**Outcomes/Output:** State how you will evaluate, track, and measure the success of the program in terms of measurable environmental results. (See Section I.D.) You 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. At a minimum, all applications should include the following elements for the reporting of project measures:

1. Documentation on improving the knowledge base of the course participants;
2. Documentation of the use of a training assessment tool for program evaluation and improvement; and
3. A plan for tracking and measuring your progress towards achieving the expected project outcomes and outputs including those identified in Section I.

**viii. Part VIII. Programmatic Capability and**

**Environmental Results Past Performance:** Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 3 and preferably EPA agreements) and describe: (i) whether, and how, you were able to successfully complete and manage those agreements; (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final reports; and (iii) your history of adequately documenting and/or reporting on

progress toward achieving the expected results under those agreements (ie. Outcomes and outputs) and if not, whether you adequately documented and/or reported why not. In evaluating applicants under these factors in Section V, the 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 environmental results past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V. If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your staff expertise/qualifications, staff knowledge/experience, and resources or ability to obtain them, to successfully achieve the goals of the proposed project; and your organizational experience and plan for timely and successfully achieving your approach to carrying out the proposed project as you described in Part VI of your proposal narrative.

Note: The applicant should also provide in its proposal narrative any additional information, to the extent not already identified above, that addresses the selection criteria found in Section V.

### **8. Budget Narrative Attachment Form (Budget Detail)**

In addition to the SF-424A form, prepare and attach a Detailed Itemized Budget 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. Attach the form by clicking on “Budget Narrative Attachment Form” and then “Add Mandatory Budget Narrative.” (See Application Preparation and Submission Instructions below for more details.)

NOTE on Management Fees: When formulating budgets for applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the 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.

### **9. Disclosure of Lobbying Activities (SF-LLL)**

Complete the form if your organization is involved in lobbying activities.

### **10. Proposal Appendices**

Any appendices must be included as attachments to the project proposal and will not count as part of the page limit for the project proposal. There is no page limit to these attachments.

### **11. 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.

### **D. Application Preparation and Submission Instructions**

Documents 1 through 5 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 5, 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 document 6, see below.

For documents 7 and 8, you will need to attach electronic files. Prepare your project proposal and budget narrative as described above and save them to your computer as an MS Word or WordPerfect file. (EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach your project 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 project 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 such as document 6, EPA Form 4700-4, 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 must submit document 10 – Proposal Appendices as attachments to the project proposal which is document 7. You are required to submit Document 11 - Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. To attach these documents, 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 – FY2010 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 2010 Assoc Prog Supp – Backup Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY2010 Assoc Prog Supp – 2nd 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 AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g.,

FY2010), 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 Dea Zimmerman at 312-353-6344 or email at [zimmerman.dea@epa.gov](mailto:zimmerman.dea@epa.gov).

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 support@grants.gov*) within 30 days after the application deadline, please contact Dea Zimmerman (312-353-6344; [zimmerman.dea@epa.gov](mailto:zimmerman.dea@epa.gov)). Failure to do so may result in your application not being reviewed.

#### **E. 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 grant. Coalitions must identify which eligible organization will be the recipient of the cooperative agreement, and which eligible organization(s) will be subawardees of the recipient. Subawards or subgrants must be consistent with the definition of that term in 40 CFR Parts 30.2(ff) and 31.3. The recipient which administers the cooperative agreement is accountable to the EPA for proper expenditure of the funds and all reporting and will be the point of contact for the coalition. As provided in 40 CFR Parts 30.2(gg) and 31.3, subrecipients or subgrantees are accountable to the recipient or grantee for proper use of EPA funding.

Coalitions may not include for profit organizations that will provide services or products to the successful applicant. For profit organizations are not eligible for subawards. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 40 CFR Parts 30 and 31. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in the proposal. Moreover, the fact a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligation to comply with competitive procurement requirements or consultant compensation limitations.

#### **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 application is selected for funding.

**E. Allowable Costs**

EPA grant 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 agreement 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 OMB Circular A87 and A21 as appropriate.

**F. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions thereof that 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. However, competitive applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

**G. Preproposal/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, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

**H. Contracts and Subawards**

1. 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 coapplicants 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 the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees 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 subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding 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/application.

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 A133 , 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.

2. 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:

- a. An applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application 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 profit firms or individual consultants.

- b. An applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 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 noncompetitive solesource 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. Application Review Information

Each application that meets the eligibility requirements set forth in Section III will be subjected to a technical and programmatic review as described below. The following criteria will be used in the evaluation process:

- A. Application Threshold Eligibility Review.** All applications will first be reviewed for eligibility purposes (see Section III) by Agency personnel. Eligible applications that meet all threshold eligibility requirements will then be evaluated by a panel of EPA staff using the selection criteria listed below.
- B. Selection Criteria.** Each eligible application will be evaluated according to the criteria set forth below. Applicants should 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.
  - 1. Project Goals and Objectives** – Under this criterion, applicants will be evaluated based on the following:
    - a. Extent to which the proposed project will address the goals of PREP as stated in Section I; (10 points)
    - b. Extent to which the objectives and justifications describe the impact to state and tribal pesticide programs, human health and the environment. (5 points)

**(Total = 15 points)**

2. ***Approaches/Methods Proposed to Administer the Program*** – Under this criterion, applicants will be evaluated based on their ability to successfully demonstrate:
- a. An educational approach and work plan to carry out a high quality training program for states and tribes that meet the program objectives; (10 points)
  - b. The use of technology to enhance the educational experience and foster communication; (5 points)
  - c. The ability to help foster partnerships between organizations; (5 points)
  - d. The ability to conduct training programs outside the applicant’s home base; (5 points) and
  - e. The ability to create alternative (off-the-shelf) training tools in lieu of classroom training. (5 points)
- (Total = 30 points)**
3. ***Programmatic Capability*** - Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors:
- a. Staff expertise/qualifications, staff knowledge/experience, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (15 points).
  - b. Past performance in successfully completing and managing, and reporting under, federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years (10 points); and
  - c. Organizational experience and plan for timely and successfully achieving the proposed approach to carrying out the proposed project as you described in Part VI of your proposal narrative. (15 points).
- (Total points = 40)**

Note: In evaluating applicants under item b of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant past performance or reporting history (item b), will receive a neutral score for this subcriteria (half the available points).

4. ***Environmental Results Past Performance*** – Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g. outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately

documented and/or reported why not. Note: In evaluating applicants under this factor, EPA will 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 with no relevant or available past performance reporting history will receive a neutral score for this factor (half the available points).

**(Total points = 5)**

**5. Performance Measures/Outcomes and Outputs** - Under this criterion, applicants will be evaluated based on the following:

- a. Extent to which the program can quantify the success of the training courses based on course participants (5 points); and
- b. Extent to which the program includes methods for tracking and measuring the applicant's progress towards achieving the expected project outcomes and outputs identified in Section I.D (5 points).

**(Total points = 10)**

**C. Selection Process.** A panel of EPA staff will review eligible applications based on the selection criteria listed in Section V.B above and assign scores to each application. Based on this review, the panel will develop a list of the most highly scored applications to submit to the Selection Official. In making the final selection, the Selection Official will consider the rankings and recommendations of the review panel and may also consider programmatic priorities.

## **VI. Award Administration Information**

**A. Award Notices.** Once all of the applications have been reviewed, evaluated, ranked and a selection is made, applicants will be notified of the outcome of the competition via email. The notification is not an authorization to begin performance on the selected project. 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.

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

**B. Administrative and National Policy Requirements.** The award and administration of the assistance agreement 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. 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.

All costs incurred under this program must be allowable under the applicable OMB Cost Circular A-87, 2 CFR Part 225. Copies of this circular 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 fundraising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 40 CFR Part 34.

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 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 A21, "Cost Principles for Educational Institutions" within ninety (90) days from the effective date of the award for this assistance agreement.

- C. Reporting Requirements.** The successful applicant 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. Data on performance measures should be reported in table format whenever possible. Quarterly Financial Status Reports (FSRs) 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. All reports can be submitted either electronically or by hard paper copy.
- D. Dispute Resolution Process.** Assistant 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) located on the web at: [http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005\\_register](http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register).
- E. DUNS Number.** All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.



**F. 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 <http://www.exchangenetwork.net/>.

## **VII. Agency Contact**

If you have questions or need additional information regarding this announcement, please contact:

Dea Zimmerman

EPA Office of Pesticide Programs  
77 West Jackson Boulevard, LC-8J  
Chicago, Illinois 60604

Phone: 312-353-6344

Fax: 312-408-2246

email: [zimmerman.dea@epa.gov](mailto:zimmerman.dea@epa.gov)