



US Environmental Protection Agency Office of Pesticide Programs

Notice of Funding Opportunity:

Pesticide Safety Education Funds Management Program
EPA-OCSPP-OPP-2023-001

March 13, 2023
Amended April 27, 2023

SUMMARY

Federal Awarding Agency Name: Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSPP), Office of Pesticide Programs (OPP), Pesticide Re-evaluation Division (PRD)

Funding Opportunity Title: Pesticide Safety Education Funds Management Program.

Announcement Type: Initial Announcement

Funding Opportunity Number (FON): EPA-OCSPP-OPP-2023-001

Assistance Listing Number: 66.716

Key Dates

RFA OPENS: March 13, 2023

RFA CLOSES – APPLICATIONS DUE: May 5, 2023

ANTICIPATED NOTIFICATION OF SELECTION: October 11, 2023

ANTICIPATED AWARD: January 10, 2024

Application packages must be submitted electronically to EPA through [Grants.gov](https://www.grants.gov) (www.grants.gov) no later than **May 5, 2023, at 11:59 p.m. Eastern Time (EST)**. Applications received after the closing date and time will not be considered for funding.

To allow for efficient management of the competitive process, EPA requests that potential applicants submit an Intent to Apply by March 31, 2023, to OPPGA@epa.gov. Please **include the number of this announcement** (EPA-OCSPP-OPP-2023-001) **in the subject line** of the email notice. Intent to apply is optional but helps EPA anticipate staff time for efficient review, evaluation, and selection of applications. Please note that in order to be considered for funding, complete application packages must be submitted electronically to EPA through Grants.gov (www.grants.gov) by the closing date and time noted above.

Contents

SECTION I. FUNDING OPPORTUNITY DESCRIPTION	4
A. Program Goals and Objectives.....	4
B. EPA Strategic Plan Linkage & Anticipated Outcomes, Outputs & Performance Measures	4
C. Statutory Authority	6
D. Human Subjects Studies	6
E. Minority Serving Institutions and the Land Grant University System	6
F. Environmental Justice	7
G. Additional Provisions for Applicants Incorporated into the Solicitation.....	8
SECTION II. AWARD INFORMATION	8

A. What is the amount of funding available?	8
B. Partial Funding Provision	9
C. Additional Awards	9
D. Funding Type.....	9
E. Subawards	9
SECTION III. ELIGIBILITY INFORMATION.....	10
A. Eligible Entities.....	10
B. Voluntary Cost Sharing or Matching Funds	11
C. Threshold Eligibility Criteria	11
D. Ineligible Activities.....	12
E. Engaging Minority Serving Institutions to Compete	12
SECTION IV. APPLICATION AND SUBMISSION INFORMATION	12
A. Application Materials.....	12
B. Project Narrative and Budget	13
C. Coalitions	15
D. Grants.gov Instructions	15
E. Technical Issues with Submission	18
SECTION V. APPLICATION REVIEW INFORMATION	18
A. Evaluation Criteria.....	19
B. Review and Selection Process	20
SECTION VI. AWARD ADMINISTRATION INFORMATION	21
A. Award Notification	21
B. Administrative and National Policy Requirements.....	21
C. Pre-award Costs	21
D. Reporting Requirements	22
E. Debriefings.....	22
F. Disputes	22
SECTION VII. AGENCY CONTACT	22
APPENDIX A. BUDGET DETAIL SAMPLE	23
APPENDIX B. APPLICATION CHECKLIST (Optional).....	26

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Goals and Objectives

The U. S. Environmental Protection Agency (EPA) is soliciting applications to administer a national subaward program supporting [pesticide safety education programs](#) (PSEPs) with an emphasis on [restricted use products](#) (RUPs) for [certified pesticide applicators](#). PSEPs are generally at universities designated as [Land Grant Universities](#) by the Morrill Act of 1862. The Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) authorizes EPA to regulate the manufacture, sale, distribution, and use of pesticides. EPA classifies a pesticide as “restricted use” if it could pose an unreasonable risk to the user, other people, or the environment without added restrictions. Thus, RUPs are limited to use by, or under the supervision of, a certified applicator. Because this is a subaward program, the applicant awarded the cooperative agreement will be considered a “pass-through entity” as defined in the Uniform Grant Guidance at [2 CFR Part 200](#).

The purpose of this program is to ensure that RUPs are used safely and do not cause unreasonable adverse effects to persons who use them, the public or the environment. The goal is to enable or increase the capacity of PSEPs to develop programs and materials for persons preparing to become or maintain certified pesticide applicators, who are deemed competent to use RUPs. Objectives are actions taken to establish and administer a subaward funding program.

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

This program supports the [FY 2022-2026 EPA Strategic Plan. The award made under this solicitation will support](#) EPA Goals 2 and 7.

EPA Goal 2 is to *Take Decisive Action to Advance Environmental Justice and Civil Rights*. Objective 2.2 is to provide meaningful involvement and fair treatment of communities with environmental justice concerns. EPA seeks to incorporate EJ into the overall project, the subaward program and/or individual projects so that (a) certified applicators, persons who are not certified but work under their direct supervision, pesticide handlers, and others are knowledgeable of the proper and safe use of pesticides and (b) there is an increase in the number of culturally sensitive pesticide safety education materials and/or programs, taking into consideration the unique health and social vulnerabilities of the communities that could be impacted by pesticide use.

EPA Goal 7 is to *Ensure Safety of Chemicals for People and the Environment* by increasing the safety of chemicals and pesticides and prevent pollution at the source. The objective, 7.1, aims to *Ensure Chemical and Pesticide Safety* by protecting the health of families, communities, and ecosystems from the risks posed by chemicals and pesticides. The award supports objective 7.1 through RUP applicator certification. Pesticide applicators are certified after demonstrating they are competent to use RUPs safely and correctly. Safe use reduces the risk of illness and injury to applicators and others from potential pesticide exposure. The main objective of the project award will be achieved when subaward recipients develop or update materials, conduct outreach programs, provide technical assistance, and/or offer education and training activities for pesticide applicators.

EPA also requires applicants to adequately describe (a) environmental outcomes and outputs to be

achieved (see [EPA Order 5700.7A1](#), *Environmental Results under Assistance Agreements*), (b) environmental results of the proposed project in terms of well-defined outputs and, (c) to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goals and objectives described above.

○ Outcomes

The term “outcome” means the result, effect, or consequence that will occur from carrying out an environmental program or activity related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health related, or programmatic in nature, but must be quantitative and correlate with the objectives of the workplan. They do not have to be achieved within the assistance agreement funding period.

Examples of anticipated environmental outcomes from the award include, but are not limited to:

- Enhanced education and training opportunities for pesticide handlers and certified or noncertified applicators on the safe use of pesticides.
- Increased collaboration among various entities on projects.
- Enhanced capabilities of entities to offer programs and activities.
- Protection of humans, communities, and ecosystems from potential illness and injury caused by pesticide exposure.

○ Outputs

The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, produced, or provided over a set period or date. Outputs may be quantitative or qualitative but must be measurable during the funding period.

Examples of anticipated outputs from the award are materials and programs that subaward recipients must develop each year and make available for use by other PSEP educators:

- A range of education and training opportunities (e.g., classroom instruction, hands-on training, on-line training, webinars) for pesticide applicators to achieve and maintain certification, and for noncertified applicator trainings who apply pesticides under the direct supervision of certified applicators.
- Development of manuals, handbooks, study guides or similar pesticide training materials.
- Culturally sensitive training opportunities and/or educational materials.

Progress reports and a final report will be required outputs.

○ Performance Measures

The applicant should develop performance measures they expect to achieve through the proposed activities. Performance measures will be used to track progress, identify successful processes, output, and outcome strategies, and provide lessons learned for future projects.

Descriptions of performance measures should directly relate to project outcomes and outputs, which will include:

- Oversight of subawards,
- Oversight of reports on outputs and outcomes,
- Tracking and reporting progress on funds distribution, expenditures, purchases, and other fiscal activities, and
- Tracking, measuring, and reporting actual accomplishments against proposed outputs/outcomes and timelines/milestones.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short-term and long-term results the project will achieve?
- How does the plan measure progress in achieving the expected results (including outputs and outcomes)?
- How will the approach use resources effectively and efficiently?
- The description of performance measures should include:
- Overall five-year and annual goals, objectives
- Examples of outputs and outcomes
- Regular reports on activities and project implementation
- Reports that track and measure progress achieved toward the outputs, outcomes, and milestones met in the overall five-year plan and each annual plan, and
- A final report that demonstrates the success of the program, provides lessons learned and suggests how to carry the program forward and build on its success.

C. Statutory Authority

The statutory authority for this action is Section 20 of Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), 7 U.S.C. 136r, which authorizes the Agency to issue assistance agreements for research, development, public education, training, monitoring, demonstrations, and studies. Additionally, the Pesticide Registration Improvement Act of 2022, Section 703(a)(1)(J) sets funds aside for the pesticide safety education program. This cooperative agreement will support FIFRA and PRIA through education and training of pesticide applicators of restricted use pesticides thus advancing the safe use of pesticides.

D. Human Subjects Studies

Questions about Human Subjects Studies should be directed to the [Human Subjects Research Review Official](#).

E. Minority Serving Institutions and the Land Grant University System

EPA recognizes that it is important to engage all available minds to address the environmental challenges the nation faces. At the same time, EPA seeks to expand the environmental conversation by including members of communities which may have not previously participated in EPA programs. For this reason, EPA strongly encourages all eligible applicants identified in Section III (Eligibility Information), including minority serving institutions (MSIs) to apply under this opportunity. For purposes of this solicitation, the following are considered MSIs:

1. Historically Black Colleges and Universities (HBCUs), as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at [Historically Black Colleges and Universities](#).
2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at [American Indian Tribally Controlled Colleges and Universities](#).
3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at [Hispanic-Serving Institutions](#).
4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#).
5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. 1059e(b)(6). A list of these schools can be found at [Predominately Black Institutions](#).

Also eligible to apply are colleges and universities in the [“Land Grant University system”](#). The LGU system is comprised of colleges and universities named in the Morrill Act of 1862, the Morrill Act of 1890, and the Equity in Educational Land-Grant Status Act of 1994 (Native American colleges that are the American Indian Higher Education Consortium). Some colleges and universities can be listed under two categories (e.g., HBCUs and the LGU system).

F. Environmental Justice

Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations, and policies. Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental, and commercial operations or policies. Meaningful involvement means people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public's contribution can influence the regulatory agency's decision; community concerns will be considered in the decision-making process; and decision makers will seek out and facilitate the involvement of those potentially affected.

For purposes of this competition and the evaluation of applications, “underserved communities” means people/communities of color, low income, tribal and indigenous populations, and other vulnerable populations such as the elderly, children, and those who pre-existing medical conditions.

All applications will be evaluated, in part, on how EJ is incorporated into the project. Applicants must include at least one approach in their proposal:

1. Seek one or more perspectives to consider in the overall design, planning and/or performance of the project from one or more parties addressing environmental and public health challenges of vulnerable communities. Applicants could consult with these parties

before or after the application is submitted. Either way, applicants should describe how the input is used in the application or how it will be used after the project is awarded. Parties could be non-profit organizations; universities; state, local or tribal governments; or others. Input can be used in one or more aspects of the proposed project.

2. Give HBCUs, TCUs, and/or other institutions identified in Section I.E. Minority Serving Institutions and the Land Grant University (LGU) System the opportunity to apply for subawards when the annual award exceeds \$2 million in any given year. Applicants should explain the parameters and limitations of these subawards. For example, applicants could designate a certain amount or a percentage of funds for these subawards and consider using a separate funding formula or criteria.

3. Encourage or facilitate collaboration on subaward projects between LGUs of the Morrill Act of 1862, MSIs, and/or all other LGUs. For example, applicants could identify proposed subaward projects (with the application process or after acceptance) that are EJ in scope and encourage collaboration with parties of similar interests.

4. In addition to giving subawards to eligible recipients, solicit applications for a set amount of funds for a small EJ-focused project. The solicitation could set the topic(s) for the small project(s) or request ideas for topics.

5. A variation of one of the options above or any other approach that incorporates EJ into the proposed project, explained in detail.

G. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to Sections III (Eligibility Information), IV (Application and Submission Information), V (Application Review Information), and VI (Award Administration Information) of this solicitation and/or awards made under this solicitation, can be found at [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in this solicitation in Section VII (Agency Contact) to obtain the provisions.

SECTION II. AWARD INFORMATION

A. What is the amount of funding available?

The total funding estimated for this competitive opportunity is anticipated to be a maximum of \$3 million each year for a total of \$15 million over five years. The actual award amount may differ from the estimated amounts subject to the availability of funds, the quality of evaluated applications, and other applicable considerations. EPA reserves the right to increase or decrease the total number of awards and award amounts, change the ratio of assistance agreements awarded according to priorities, or not make any awards. The award may be fully or incrementally funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations.

B. Partial Funding Provision

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

C. Additional Awards

EPA reserves the right to make additional awards under this solicitation, consistent with Agency policy and guidance, if additional funding becomes available after the original selection(s) is made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

D. Funding Type

EPA intends to award a cooperative agreement under this solicitation. Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicant(s) in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects may include:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant.
- Collaboration during performance of the scope of work.
- Review of proposed procurement(s) In accordance with [2 CFR 200.317](#) and [2 CFR 200.318](#).
- Approving qualifications of key personnel.
- Review and comment on reports prepared under the cooperative agreement.

EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

E. Subawards

Traditionally, colleges and universities established as Land Grant Universities (LGUs) by the Morrill Act of 1862 have been eligible for PSEP subawards in past cooperative agreements. However, one way the award recipient may incorporate EJ into the project is by expanding the eligibility for subawards or subaward projects to MSIs, or LGUs under the Morrill Act of 1890 or the Equity in Educational Land-Grant Status Act of 1994. (See Sections I.E. Minority Serving Institutions and the Land Grant University System and I.F. Environmental Justice) Regardless, applications must describe all aspects of the project in detail, including: how they would incorporate EJ, identify eligible subaward recipients, establish parameters and requirements of subawards, solicit applications, review and process applications, establish criteria for determining subaward funding allocations, disburse funds, monitor and evaluate subawards, and evaluate and report on overall progress of the program each year and for the full five years. Subaward recipients must

commit to developing a pesticide safety education project for applicators. The project can be new or revised materials or programs, single or multi-year project, and involve more than one entity. Projects must be available for use by all PSEPs.

Each applicant for this solicitation must explain how they will decide on (a) the total amount of funds for subawards in any given year and (b) the amounts to be allocated to each subaward recipient each year. For example, applicants may use a funding formula from past cooperative agreements, create their own funding formula, choose a set amount for each subaward recipient, or establish criteria for different levels of funding.

In past cooperative agreements, all subaward recipients received a base amount of funds, with the remainder allocated to each subaward recipient according to a formula. The formula was: a. Calculate the three-year average of total applicators certified by each state or territory regulatory agency and assign that number to the corresponding subaward recipient, b. Calculate the three-year average of all applicators certified in the U.S., and c. Use both averages (from steps 1 and 2) to calculate the percentage of the total amount of all certified applicators in the U.S. for each subaward recipient.

SECTION III. ELIGIBILITY INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. Eligible Entities

In accordance with Assistance Listing 66.716 – Research, Development, Monitoring, Public Education, Training, Demonstrations and Studies, and the EPA’s Assistance Agreement Competition Policy (EPA Order 5700.5A1), applications for this award will be accepted from states, U.S. territories and possessions, federally recognized Indian tribal governments and Native American organizations, public and private universities and colleges, other public or private nonprofit institutions, and local governments. Individuals and for-profit organizations are not eligible to apply.

Consistent with the definition of Nonprofit organization at [2 CFR § 200.1](#), the term nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes tax-exempt nonprofit neighborhood and labor organizations. Note that 2 CFR 200.1 specifically excludes Institutions of Higher Education from the definition of non-profit organization because they are separately defined in the regulation. While not considered to be a nonprofit organization(s) as defined by 2 CFR 200.1, public or nonprofit Institutions of Higher Education are, nevertheless, eligible to submit applications under this solicitation. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.1 are also eligible to apply as nonprofits or as instrumentalities of the unit of government depending on the applicable law. For-profit colleges, universities, trade schools, and hospitals are ineligible.

Nonprofit organizations that are not exempt from taxation under section 501 of the Internal Revenue Code must submit other forms of documentation of nonprofit status, such as certificates of incorporation as nonprofit under state or tribal law. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible for EPA funding as provided in the Lobbying Disclosure Act, 2 U.S.C. 1611.

B. Voluntary Cost Sharing or Matching Funds

No cost sharing/matching funds or leveraged resources are required as a condition of eligibility under this competition.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of application submission, will result in the elimination of the application from consideration for funding. Only applications from eligible applicants that meet all of these criteria will be evaluated against the ranking criteria in Section V (Application Review Information) of this announcement. If necessary, EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration due to the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV (Application and Submission Information) of this solicitation or else they will be rejected. However, where a page limit is expressed in Section IV (Application and Submission Information) with respect to the application, or parts thereof, pages in excess of the page limitation will not be reviewed. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.
2. In addition, initial applications must be submitted through Grants.gov as stated in Section IV (D. Grants.gov Instructions) of this solicitation (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV.D.) on or before the application submission deadline published in Section V (B. Submission Dates and Times) of this solicitation. Applicants are responsible for following the submission instructions in Section IV (Application and Submission Information) of this solicitation to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV (E. Technical Issues with Submission), which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.
3. Applications submitted outside of Grants.gov will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA mishandling or technical problems associated with Grants.gov or SAM.gov. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a submission outside of Grants.gov.

4. Applications must not exceed a performance period of five years or request a maximum funding level of \$3 million for each year.

D. Ineligible Activities

If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

E. Engaging Minority Serving Institutions to Compete

EPA recognizes that scientific, technical, engineering, and mathematical (STEM) competence is essential to the Nation's future well-being in terms of national security and competitive economic advantage. For instance, the health and vitality of the economy is predicated, in part, on the availability of an adequate supply of scientists, technicians, engineers and mathematicians, to develop innovative technologies and solutions. In other words, this country must engage all available minds to address the challenges it faces. Minorities, women, and persons with disabilities historically have been under-represented in the STEM fields. For this reason, EPA strongly encourages all eligible applicants including, women, minorities, and persons with disabilities to apply.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. Application Materials

The following 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. EPA Form 4700-4 Preaward Compliance Review Report
5. Project Narrative and Budget, prepare as described in Section IV (Part B. Project Narrative and Budget)
6. Brief resumes (not to exceed two pages each) for the project coordinator and key staff

The following are optional:

7. Letters of Support - May be included in the application if the project narrative describes partnerships or coalitions. A letter of support should clearly state the intent and the contribution or in-kind services brought to the project. Letters of recommendation will not be considered.

Justice)

- ii. Subaward Recipients and Agreements
 - a. Describe the criteria and process used to identify and select eligible subaward recipients. (See Section II.E. Subawards)
 - b. Describe the process and mechanism(s) to establish subaward agreements that comply with [2 CFR 200.331](#) and [EPA's Subaward Policy](#).
- iii. Subaward Funding
 - a. Explain the approach to determine the total amount of funds to be distributed for subawards each year.
 - b. Describe the formula or criteria used to determine the amount of funding for each subaward each year. (See Section II.E. Subawards)
 - c. Describe the process to disburse subaward funds.
- iv. Outputs and Outcomes
 - a. List outputs and expected outcomes with benefits to human health and the environment. (See Section I. Funding Opportunity Description)
 - b. Describe the approach for tracking and reporting on progress towards achieving expected outputs and outcomes.
- v. Monitoring and Evaluation
 - a. Explain the approach for monitoring and evaluating the performance of subaward recipients to measure progress towards achieving the goals, and objectives, and on tracking outcomes, outputs, and report on compliance with 2 CFR 200.331 and EPA's Subaward Policy.
 - b. Explain how you would evaluate the overall program each year and at the end of the project.
- vi. Schedule and Procedures
 - a. Describe the project schedule in phases, covering all five years, with estimated timeframes for completion. List tasks and activities with each phase.
 - b. Describe procedures and controls used to ensure funds, including subaward funds, are expended in a timely and efficient manner.

Part C. Programmatic Capability and Past Performance

Submit a list of up to five assistance agreements (grants and cooperative agreements, not contracts) including any with EPA that your organization performed within the last three years 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 whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.
- iii. 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 goals of the proposed project.

Part D. Budget

In addition to the SF-424A form, submit two budgets for (a) the full five years and (b) the first year. (See Appendix A. Budget Detail Sample) For each budget:

- i. Explain the need for funding in the appropriate budget categories of personnel, travel, equipment, supplies, contractual (including consultant) services, and subawards and indicate the portion of the costs to be paid with EPA cooperative agreement award funds. Ensure that the appropriate amount for subawards is included.
- ii. List the tasks or activities linked to the associated resources needed to accomplish them.
- iii. Provide enough detail for EPA to determine whether costs are eligible, allocable, reasonable, and allowable. Voluntary cost sharing or leveraging, if proposed, will not be considered when evaluating proposals.

C. Coalitions

Groups of two or more eligible applicants may choose to form a coalition and submit a single application under this solicitation; however, one entity must be responsible for the grant. Coalitions must identify which eligible organization will be the recipient of the grant and which eligible organization(s) will be subrecipients of the recipient (the “pass-through entity”). *Subawards* must be consistent with the definition of that term in 2 CFR 200.1 and comply with EPA’s [Subaward Policy](#). The pass-through entity that administers the grant and subawards will be accountable to EPA for proper expenditure of the funds and reporting and will be the point of contact for the coalition. As provided in [2 CFR 200.332](#), subrecipients are accountable to the pass-through entity for proper use of EPA funding. For-profit organizations are not eligible for subawards under this grant program but may receive procurement contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 CFR Part 200 and/or [2 CFR Part 1500](#), as applicable. The regulations at 2 CFR 1500.10 contain limitations on the extent to which EPA funds may be used to compensate individual consultants. Refer to the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for guidance on competitive procurement requirements and consultant compensation. Do not name a procurement contractor (including a consultant) as a “partner” or otherwise in your application unless the contractor has been selected in compliance with competitive procurement requirements.

D. Grants.gov Instructions

Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants must apply electronically through [Grants.gov](#) under this funding opportunity based on the grants.gov instructions in this announcement. If your organization has no access to the internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined [here](#). Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative

submission methods. Issues with submissions with respect to this opportunity only are addressed in E. (Technical Issues with Submission) below.

Submission Instructions

1. SAM.gov (System for Award Management) Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov¹ to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization's legal business name and address. Please review the [Frequently Asked Question](#) on the difference for additional details.

Organizations should ensure that their SAM.gov registration includes a current e-Business (Ebiz) point of contact name and email address. The Ebiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the [Federal Service Desk](#) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

2. Grants.gov Registration Instructions

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (Ebiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the instructions. As part of the Grants.gov registration process, the Ebiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only

¹ Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit [http://login.gov/help](https://login.gov/help).

person(s) with the AOR role can submit applications in Grants.gov. Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace – User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take a month or more for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

3. Application Submission Process

To begin the application process under this grant announcement, go to [Grants.gov](#) and click the red “Apply” button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization’s Ebiz point of contact or contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through Grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization’s SAM.gov account. If not, the application may be deemed ineligible.

4. Application Submission Deadline

Your organization’s AOR must submit your complete application package electronically to EPA through [Grants.gov](#) no later than **May 5, 2023**, at 11:59 PM ET. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Applications submitted through Grants.gov will be time and date stamped electronically. Please note that successful submission of your application through Grants.gov does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not be considered.

E. Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

1. Contact Grants.gov Support Center **before** the application deadline date.
2. Document the Grants.gov ticket/case number.
3. Send an email with “EPA-OCSPP-OPP-2023-001” in the subject line to yarger.ryne@epa.gov **before** the application deadline time and date and **must** include the following:
 - a. Grants.gov ticket/case number(s)
 - b. Description of the issue
 - c. The entire application package in PDF format.

Without this information, EPA may not be able to consider applications submitted outside of Grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and **not** be considered. Please note that successful submission through Grants.gov or email does not necessarily mean your application is eligible for award. EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through Grants.gov due to [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit prior to the application submission deadline date because they did not properly or timely register in SAM.gov or Grants.gov is **not** an acceptable reason to justify acceptance of an application outside of Grants.gov.

SECTION V. APPLICATION REVIEW INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

Only eligible entities whose application meet the threshold criteria in Section III (Eligibility Information) of this RFA will be evaluated according to the criteria set forth below. **Applicants should explicitly address these criteria as part of their application package submittal in the project narrative, following the content requirements set forth in Section IV (Application and Submission Information).** Each application will be rated using a point system. Applications will be evaluated based on a total of 100 points possible. EPA will evaluate each application on the extent to which the proposed project is clear, concise, thorough, reasonable, logical, and practical using a points system, below is an explanation on how EPA will evaluate applications, including the maximum number of points for each part or subpart.

A. Evaluation Criteria

Criteria	Points
Total Possible Points	100
1. <u>Project Summary and Approach:</u> Under this criterion, EPA will evaluate applications based on the extent and quality of the applicant's project summary and overall approach. Specifically, EPA will evaluate the extent and quality of: A. (8 points) The overall proposed project, consistent with Section I (Funding Opportunity Description); and B. (7 points) How the proposed project will support or benefit the public or advance scientific knowledge and the relationship of the proposed project to the seriousness, extent, and urgency of the environmental problems toward which the project is directed. C. (8 points) How the application demonstrates the anticipated public benefits to be derived from the project and describe the degree to which the project can be expected to produce results that will have general application to ensure safety of chemicals for people and the environment. D. (7 points) determining the total amount of funds to be available for subawards each year and the amount of funds to disburse to each subaward recipient each year.	30
2. <u>Environmental Results – Outputs, Outcomes and Performance Measures:</u> Under this criterion, EPA will evaluate: A. (5 points) The extent and quality to which the applicant identifies and proposes outputs and outcomes, as described in Section I (B. EPA Strategic Plan Linkage & Anticipated Outcomes, Outputs & Performance Measures). B. (5 points) The effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section I. (B. EPA Strategic Plan Linkage & Anticipated Outcomes, Outputs & Performance Measures). C. (5 points) The reasonableness of the proposed timeline including key milestones for specific tasks and the likelihood of completion of the project's goals and objectives by project end.	15
3. <u>Programmatic Capability and Past Performance:</u> Under this criterion, EPA will evaluate applicants based on their ability to successfully complete and manage the proposed project considering their: A. (5 points) Past performance in successfully completing and managing the assistance agreements identified in the project narrative as described in Section IV (B. Project Narrative and Budget). B. (5 points) History of meeting the reporting requirements under the assistance agreements identified in the project narrative as described in Section IV(B. Project Narrative and Budget) of the announcement, including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether	15

the applicant adequately reported why not; C. (5 points) Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under items A. and B. of this criterion, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If the applicant does not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for sub-criteria A. and B. (a neutral score is half of the total points available in a subset of possible points). If the applicant does not provide any response for these items, you may receive a score of 0 for these sub-criteria.	
4. <u>Environmental Justice:</u> Under this criterion, EPA will evaluate applications based on the quality and extent to which the project is approach is clear and reasonable, and: (15 points) (a) may benefit people/communities of color, low income, tribal and indigenous populations that have been and/or are currently affected by disproportionate and adverse human health, environmental, climate-related and other cumulative impacts (including the accompanying economic challenges of such impacts), including these communities and/or populations that have experienced a lack of resources or other impediments to addressing these adverse impacts (b) or addresses engagement with these communities and/or populations (or institutions that serve them) to ensure their meaningful participation with respect to the design, planning, and performance of the project.	15
5. <u>Budget:</u> Under this criterion, EPA will evaluate applicants based on the extent and quality to which: A. (10 points) The proposed budget provides a detailed breakout by funding type in the proper budget category for each activity the applicant is requesting funding. B. (10 points) Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes; and C. (5 points) The applicant's approach, procedures, and controls will ensure that awarded grant funds will be expended in a timely and efficient manner. An applicant's SF-424, SF-424A and budget detail must account for both federal funds and any non-federal funds. Voluntary cost share/match and leveraged resources should not be included in the budget forms but should be discussed in the narrative portion of the budget detail; see Appendix A (Budget Detail Sample). Voluntary cost sharing or leveraging will not be considered when evaluating proposals.	25

B. Review and Selection Process

Applications will first be evaluated against the threshold eligibility criteria listed in Section III (Eligibility Information) of this solicitation. Only those applications which meet all the threshold factors will be evaluated by an EPA evaluation team using the evaluation criteria listed above. EPA will use a consensus scoring approach whereby each member of a review panel will independently

review and score each application. The panel will then discuss each application and arrive at a consensus score for each criterion. The panel will recommend the application with the highest total score to the Selection Official (SO). The SO will review the recommended application(s) and may consider the availability of funds and programmatic priorities before reaching a final decision.

SECTION VI. AWARD ADMINISTRATION INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. Award Notification

All applicants will be notified of the status of their application after the selection is final.

1. Successful Applicants: EPA anticipates notification to the successful applicant will be made via telephone, email, or postal mail by October 11, 2023. The notification will be sent to the original signer of the application, or the project contact listed in the application. This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. The official notification of an award will be made by the Grants & Interagency Management Division (GIAMD). Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice signed by the EPA grants officer is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of grant can take up to 90 days or longer.

The award recipient information for the successful application will be posted on the Office of Pesticide Programs website at the conclusion of the competition.

2. Unsuccessful Applicants: EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail by July 21, 2023. The notification will be sent to the original signer of the application, or the project contact listed in the application.

B. Administrative and National Policy Requirements

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

C. Pre-award Costs

In accordance with [2 CFR 1500.8](#), EPA award recipients may incur allowable project costs 90 calendar days before the federal awarding agency makes the federal award. Expenses more than 90 calendar days pre-award require prior approval of EPA. All costs incurred before EPA makes the award are at the recipient's risk. EPA is under no obligation to reimburse such costs if for any reason

the recipient does not receive a federal award or if the federal award is less than anticipated and inadequate to cover such costs.

D. Reporting Requirements

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

The successful applicant(s) is also required to comply with all reporting requirements for Federal awards, including those described at 2 CFR 180.335 and 2 CFR 180.350.

E. Debriefings

Unsuccessful applicants interested in requesting a debriefing should refer to the procedures for debriefings in the Dispute Resolutions Procedures, which can also be found at [70 FR \(Federal Register\) 3629, 3630 \(January 26, 2005\)](#). Copies of these procedures may also be requested by contacting the person listed in Section VII. (Agency Contact) of the announcement. Please note that the FR noticed referenced to above refers to regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding this, the procedures for competition-related debriefings and disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

F. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found <https://www.epa.gov/grants/grant-competition-disputeresolution-procedures>. Copies of these procedures may also be requested by contacting the person listed in Section VII. (Agency Contact) of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remain unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

SECTION VII. AGENCY CONTACT

If you have questions or need additional information regarding this announcement, please contact Ryne Yarger, U.S. Environmental Protection Agency, Office of Pesticide Programs (3204A), 1200 Pennsylvania Ave. N.W., Washington, DC 20460. Telephone: (202) 566-2451, email: yarger.ryne@epa.gov.

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

APPENDIX A. BUDGET DETAIL SAMPLE

This section of the Project Narrative is a detailed description of the budget found in the Standard Form (SF-424A) and must include a detailed discussion of how EPA funds will be used. In addition to submitting the SF-424A form, the proposal must explain or outline the need for funding under each of the budget categories indicating which portions of the costs will be paid with EPA or voluntary cost share/match funds if applicable. Additional information can be found [at EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#).

Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs (including consultant services), subawards and other direct costs, indirect costs, and total costs. The application must have a detailed budget narrative and two budget tables: (1) one for \$15 million over five years addressing each budget category and (2) one for the first year of the cooperative agreement for an estimated \$3 million. Both must have appropriate amounts for subawards included.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- **Personnel – List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services) as cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, or non-employee program participants (e.g., interns or volunteers) which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits – Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to the cost of leave, employee insurance, pensions, and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.
- **Travel – Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g., inspections) or related to proposed project activities (e.g., attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel

of contractors (including individual consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, and non-employee program participants (e.g., trainees) which are included in the “Other” category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken.

- **Equipment – Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR 200.94. The budget detail must include an itemized listing of all equipment proposed under the project. Note: If your organization has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000 then that threshold takes precedence.
- **Supplies – “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual – Identify each type of proposed contract and specify its purpose and estimated cost.** Contractual services (including consulting services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. [EPA Subaward Policy for EPA Assistance Agreement Recipients](#) has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the “Other” category. EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of \$3,500 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g. consulting) that are widely available in the commercial market. Refer to [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.
- **Other – List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are insurance; rental/lease of equipment or supplies; equipment service or maintenance contracts; printing or photocopying; participant support costs such as non-employee training stipends and travel, subsidies

or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the “Other” category and include the estimated amount of participant support costs in a separate line item. Additional information about participant support costs is contained in [RAIN-2018-G05, “EPA Guidance on Participant Support Costs.”](#)

- **Subawards (e.g., subgrants) – List the funding amount of each subaward.** Subawards are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient event if the agreement is referred to as a contract. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the “Other” category and a description of the types of activities to be supported. Refer to [EPA Subaward Policy for EPA Assistance Agreement Recipients](#) and [Additional Resources](#) for additional guidance.
- **Indirect Charges – If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the award recipient for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost.

Examples of Indirect Cost Rate calculations are shown below:

- Personnel ($\text{Indirect Rate} \times \text{Personnel} = \text{Indirect Costs}$)
- Personnel and Fringe ($\text{Indirect Rate} \times \text{Personnel \& Fringe} = \text{Indirect Costs}$)
- Modified Total Direct Costs ($\text{Indirect Rate} \times \text{Modified Total direct costs} = \text{Indirect Costs}$)
- Direct Costs minus distorting or other factors such as contracts and equipment ($\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors}) = \text{Indirect Costs}$)

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 applicant’s cognizant federal 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 cannot 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 work plan.

Additional indirect cost guidance is available in [RAIN-2018-G02-R, “Indirect Cost Guidance for Recipients of EPA Assistance Agreements.”](#)

APPENDIX B. APPLICATION CHECKLIST (Optional)

Organization:		
Funding Opportunity Title: Pesticide Safety Education Funds Management Program EPA-OCSPP-OPP-2023-001		
No.	Required Application Documents	Submitted? (Yes/No)
1	Application for Federal Assistance (SF-424)	
2	Budget Information for Non-Construction Programs (SF-424A)	
3	Key Contacts Form (Form 5700-54)	
4	EPA Form 4700-4 Pre-award Compliance Review Report	
5	Project Narrative and Budget as described in Section IV.B. of this solicitation.	
6	Brief resumes (not to exceed two pages each) for the project coordinator and key staff.	

Checklist for Project Narrative and Budget		
Sections of Announcement	Description	Submitted? (Yes/No)
IV.B.1	Cover Page: The cover page must list the required information with the applicant's organization's letterhead.	
IV.B.2	Table of Contents: A table listing the different parts of the application and the page number on which each part begins.	
IV.B.3	Executive Summary: A stand-alone, concise description of the project, its anticipated accomplishments and benefits to the public and potential audience(s) served, goal(s), objectives, outputs, and outcomes; and assurance that your organization meets the eligibility factors, as listed in Section IIIA. Threshold Eligibility and Ineligible Notifications.	
IV.B.4	Project Narrative: The narrative proposal workplan must directly and explicitly describe the approach for the project and how it meets the requirements and guidelines for this announcement.	
	Part A. Scope and Objectives	

	Part B. Program Design	
	Part C. Programmatic Capability and Past Performance	
	Part D. Budget	