



US Environmental Protection Agency Office of Pesticide Programs

Funding Opportunity Announcement:

Pesticide Regulatory Education Program

(PREP) EPA-HQ-OPP-2019-001

April 12, 2019

Overview Information

The following list provides key information concerning this funding opportunity:

Federal Agency and Office Name: Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSPP), Office of Pesticide Programs (OPP); and the Office of Enforcement and Compliance Assurance (OECA), Office of Compliance (OC)

Funding Opportunity Title: Pesticide Regulatory Education Program

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

Funding Opportunity Number: EPA-HQ-OPP-2019-001

Catalog of Federal Domestic Assistance (CFDA) Number: 66.716-Surveys, Studies, Investigations, Training, Demonstration & Education Outreach

Dates: Applications must be submitted electronically through Grants.gov on or before 11:59 pm Eastern Time (ET) on May 28, 2019. Applications received after the closing date and time will NOT be considered for funding. The project period for the award resulting from this solicitation is estimated to begin in October 2019. The proposed project period is up to five (5) years.

SUMMARY: The U.S. Environmental Protection Agency (EPA) 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) 2020 through (FY) 2024. 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.

EPA expects to provide an estimated \$535,000 annually, depending on the Agency's budget, for a total of up to \$2,675,000 for five years (FY 2020 through 2024). OPP anticipates providing \$285,000 annually, and OECA's Office of Compliance anticipates providing \$250,000 annually.

FUNDING/AWARDS

The total estimated funding for this competitive opportunity is approximately \$2,675,000 over a five-year period. 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. Up to \$535,000 is expected to be available in FY2020. Incremental funding up to \$535,000 will 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.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

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 the funding for PREP through a grant, utilizing State and Tribal Assistance Grant (STAG) funds.

Historically, PREP provided five (5) three to five-day classroom courses annually. For this grant cycle, PREP plans to offer four (4) courses with more participants per course. 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 address pesticide issues and 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 typically include both classroom and field instruction.

B. Scope of Work

1. Purpose and Scope

The purpose of the program is 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 their 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 of nine people in total, six state members and three EPA members. The state members are the top five leadership positions of the American Association of Pesticide Control Officials and one liaison from the Association of Structural Pest Control Regulatory 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. Objectives

Applicants must address the following objectives in their application:

- 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 (between four (4) and five (5) three to four-day courses for approximately 24 participants per course) 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. Provide a forum to learn about emerging pesticide issues that impact state, tribal, and US territory programs, and share effective strategies.
- d. Quantitatively and qualitatively measure the success of the training provided according to training recipients to improve future programs.

3. Activities to be Funded

Activities to be funded under this cooperative agreement support the purpose and objectives listed above. Applications must include, at a minimum, the following activities:

- a. Assess 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. Coordinate Planning Group meetings to create course agendas or training approaches. Assemble a Planning Group, consisting of approximately 7-8 state/tribal and EPA employees 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.

- c. Conduct between four (4) and five (5) three to four-day courses for approximately 24 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:

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 (e.g., water quality, worker safety, endangered species, and certification and training); and pesticide compliance and enforcement issues but may also include additional topics needed to support effective state and tribal pesticide programs such as, managerial and leadership training, risk communication training, issues related to homeland security, laboratory issues, new regulatory programs and emerging issues.

Research the possibility of at least one field trip site per course. Field trips should, if possible, support a major theme of the overall course.

Collect and collate course materials from instructors and presenters in a timely manner and arrange for their distribution prior to each course.

Secure classroom space for all courses.

Secure and pay for lodging for all course participants and develop a system of paying participants for per diem food expenses.

Make arrangements for working lunches that allow participants additional time for further networking, rapport building, informal discussions on implementation issues, or new ideas.

Arrange and pay for participant travel costs to and from the course.

Confirm all logistical arrangements for trainer/instructor participation for all courses and arrange for payment as necessary.

Establish a qualitative and quantitative evaluation system for participants and instructors to be used in developing future training.

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

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

Pursuant to Section 6a of EPA Order 5700.7A1, “Environmental Results under EPA Assistance Agreements,” EPA must link proposed assistance agreements to the Agency’s Strategic Plan. EPA also requires that applications and recipients of grants and cooperative agreements adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see Linking Assistance Agreements to Environmental Results <https://www.epa.gov/grants/linking-assistance-agreements-environmental-results>)

1. Linkage to EPA Strategic Plan

All applicants must support progress towards meeting EPA’s 2018-2022 Strategic Plan Goal 1 – Core Mission, and Objective 1.4: Ensure Safety of Chemicals in the Marketplace which states: “Effectively implement the Toxic Substances Control Act, and the Federal Insecticide, Fungicide, and Rodenticide Act, to ensure new and existing chemicals and pesticides are reviewed for their potential risks to human health and the environment and actions are taken when necessary.” Applicants must also support progress towards Goal 3 – Rule of Law and Process, and Objective 3.1: Compliance with the Law which states: “Timely enforce environmental laws to increase compliance rates and promote cleanup of contaminated sites through the use of EPA’s compliance assurance tools, especially enforcement actions to address environmental violations.” To see EPA’s Strategic Plan, visit <https://www.epa.gov/planandbudget/strategicplan>

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements, <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements>).

Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goals and objectives described above.

EPA’s Office of Pesticide Programs works to address the safe use of pesticides by providing high quality training. Specifically, PREP is an educational program, designed for senior state, territory and tribal managers who conduct pesticide regulatory and enforcement programs, to provide practical up-to-date information on technical, policy, and management issues, as well as a wide array of cutting-edge pesticide topics. This training assists them to better serve the citizens of their states, tribes and territories, by reducing chemical risks (exposure to pesticides) in their communities and in the environment. The training also assists with improved compliance monitoring and enforcement of both the state and federal pesticide laws.

2. 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 cooperative agreement are to successfully accomplish the activities listed in Section 1.B.3 as well as any additional activities proposed by the applicants.

Expected outputs include:

- a. Classroom training for FIFRA state and tribal lead agencies; specifically, between four (4) and five (5) three to four-day courses for approximately 24 participants per course.
- b. 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. At least 95 state and tribal individuals should benefit directly, with the understanding that they will share their knowledge more broadly with their organizations;
- c. Survey results that demonstrate a direct benefit from the trainings;
- d. Electronic course materials for participants and electronic materials for distribution to organizations that did not attend; and
- e. Training assessment tool for use in program evaluation and improvement.

Applicants should include any additional outputs they expect to achieve.

3. Outcomes

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

Expected outcomes include:

- a. Increased knowledge and enhanced capabilities of the states, tribes, and U.S. territories to implement quality pesticide regulatory programs, leading to better protection of human health and the environment.
- b. Increased partnerships between states, tribes, U.S. territories, EPA, and other federal and state agencies involved in aspects of pesticide regulatory programs leading to increased efficiencies and use of resources. This can be demonstrated using a survey tool or similar method to capture partnerships that result from PREP courses.

Applicants should include any additional outcomes they expect to achieve.

4. Performance Measures

The applicant should develop and describe performance measures they will use to achieve that stated outputs and outcomes above. Performance measures help gather insights and track progress on the project and will serve as the basis for lessons to inform future projects. The description of performance measures should include:

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

D. Statutory Authority

The statutory authority for this action is Section 20 of the Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), 7 U.S.C. 136r which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies. This cooperative agreement will support FIFRA by enhancing the capabilities of state, tribe, and U.S. territory pesticide managers and senior staff through an increase of knowledge and networking with other participants to implement quality regulatory programs. This will lead to better protection of human health and the environment.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated amount available for award under this announcement is up to \$2,675,000, depending on availability of funds. EPA anticipates awarding up to \$535,000 for FY20. OPP anticipates providing \$285,000 annually, and OECA's Office of Compliance anticipates providing \$250,000 annually. At the conclusion of the first-year period of performance, incremental funding from OPP and OECA of an estimated \$535,000 may be made available for each additional year allowing the project to continue for a total of five (5) years depending on Agency priorities, available funding levels, satisfactory performance of the recipient, and other applicable considerations. EPA reserves the right to reject all applications and make no awards.

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

EPA anticipates awarding one cooperative agreement subject to the availability of funds and quality of evaluated applications, and other applicable considerations. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selection is made. Any additional selections for awards will be made no later than six months from the date of the original selection decision.

C. Partial Funding

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application,

it will do so in a manner that does not prejudice any applicant or affect the basis upon which the application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

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

The project period for the award resulting from this solicitation is expected to begin in October 2019. The proposed project period is up to five (5) years.

E. What type of award(s) will EPA make resulting from this solicitation?

The funding for selected project(s) will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

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

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with CFDA 66.716, 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 or Matching

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

C. Threshold Eligibility Requirements

Applications will be eliminated from the competition if the threshold eligibility criteria listed below are not met. Only applications from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. *a.* Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
- b.* Applications must be submitted through Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their application is timely submitted.
- c.* Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in www.SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with Cindy Wire at wire.cindy@epa.gov, or 415-947-4242, as soon as possible after the submission deadline – failure to do so will result in your application not being reviewed.
2. EPA will consider only one application from each eligible applicant including units of government and institutions of higher education (IHE). If EPA receives more than one application from an eligible applicant (e.g. different agencies of a governmental unit or different departments of the same IHE) EPA will refer the applications back to the applicant for a decision regarding which application the applicant wants EPA to consider.
3. Applicants must be eligible to receive funding under this announcement. (*See Section III.A. Eligible Entities above*)
4. The proposed project period of performance must not exceed five years.
5. The maximum funding level requested for the first year of the project must not exceed \$535,000 or \$2,675,000 for five years. Applications requesting more than the maximum funding will be rejected.

6. Applications must support EPA Strategic Plan Goal 1, Objective 1.4; Ensure Safety of Chemicals in the Marketplace, and Goal 3, Objective 3.1: Compliance with the Law. (See *Section I.*)
7. Submissions must contain specific outputs and outcomes and state how those will be measured and documented.
8. The proposal must address all of the requirements listed in Section I.B.1 “Purpose and Scope”.
9. All in-person meetings (including conferences and workshops) must take place in the U.S.
10. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities (e.g. trainee stipends), that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

IV. APPLICATION AND SUBMISSION INFORMATION

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

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

Mailing Address:

OGD Waivers
c/o Jessica Durand
US EPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Ave., N. W.
Mail Code: 3903R
Washington, DC 20460

Courier Address:

OGD Waivers
c/o Jessica Durand
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.

Rm # 51278
Washington, DC 20004

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

- Funding Opportunity Number (FON) EPA-HQ-OPP-2019-001
- Organization Name and Unique Entity Identifier (e.g., DUNS);
- Organization's Contact Information (email address and phone number); and
- An explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through [Grants.gov](https://www.grants.gov).

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

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2017, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2017). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2017 with a submission deadline of January 15, 2018, the applicant would need a new exception to submit through alternative methods beginning January 1, 2018.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

B. Grants.gov Submission Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in

order to submit an application through grants.gov, go to Grants.gov and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

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

To begin the application process under this grant announcement, go to Grants.gov and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: To apply through grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit Adobe Reader Compatibility Information on Grants.gov

You may also be able to access the application package for this announcement by searching for the opportunity on Grants.gov. Go to Grants.gov and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-HQ-OPP-2018-001, or the CFDA number that applies to the announcement (CFDA 66.716), in the appropriate field and click the Search button.

Please Note: All applications must now be submitted through Grants.gov using the “Workspace” feature. Information on the Workspace feature can be found at the Grants.gov Workspace Overview Page.

1. Application Submission Deadline:

Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov no later than May 28, 2019 11:59 (PM ET. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit *all* of the application materials described below using the Grants.gov application package accessed using the instructions above.

2. Application Materials

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

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. EPA Key Contacts Form 5700-54
5. EPA Form 4700-4 – Preaward Compliance Review Report
6. Narrative Proposal (Project Narrative)-prepared as described in Section IV of this announcement.

Optional Documents:

7. Other Attachments, if applicable

Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact Cindy Wire, at (415) 947-4242. Failure to do so may result in your application not being reviewed.

C. Technical Issues with Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced, or a revised application needs to be submitted.

2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch, and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.

Note: Grants.gov issues a “case number” upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions does not resolve the problem so that the application is submitted to Grants.gov by

the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Cindy Wire at wire.cindy@epa.gov with the FON in the subject line. If you are unable to email, contact Cindy Wire at (415) 947-4242. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Cindy Wire at (415) 947-4242.

Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to Cindy Wire at wire.cindy@epa.gov prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.

4. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal and it is too late to reapply, promptly send an email to Cindy Wire at wire.cindy@epa.gov with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

Please note that successful submission through Grants.gov or via email does not necessarily mean your application is eligible for award.

D. Content of Application Package Submission

Regardless of the mode of submission, all applications must contain all of the following forms and documents, completed and signed, in the sequential order shown. Additional guidance on completing the documents is available through EPA's Office of Grants and Debarment, <http://www.epa.gov/ogd/>

1. Standard Form (SF) 424, *Application for Federal Assistance*
Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm> . There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be on the SF-424. Organizations may obtain a DUNS

number at no cost by calling the toll-free DUNS number request line at 1- 866-705-5711. Alternatively, applicants may also request a DUNS number online by going to <http://fedgov.dnb.com/webform> and following the instructions for a cooperative agreement.

2. SF-424A, Budget Information for Non-Construction Programs
Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm> . There are no attachments.
3. SF 424B, Non-Construction Programs
4. EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance
5. EPA Form 5700-54, Key Contacts Form
6. Narrative Proposal Attachment Form (attach narrative proposal document as described below)

Narrative Proposal

The Narrative Proposal must contain all parts (1 through 3) described below, in sequential order as shown. Each page must be numbered, formatted for 8.5 x 11inch paper, single-spaced and text in 11-point font. Electronic files must be legible and in Adobe Acrobat PDF or MS Word for Windows. The project narrative cannot exceed the page limits identified below. Pages past the limit will not be considered. Federal forms, resumes, and letters will not count toward any page limit.

- i. Cover Page (1 page limit)
- ii. Table of Contents (2 page limit)
- iii. Executive Summary (3 page limit)
- iv. Workplan (20 page limit)
- v. Appendix A: Timetable (part of 20 page limit)
- vi. Appendix B: Letters of Support (not part of page limit)
- vii. Appendix C: Resumes (not part of page limit)

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

- EPA funding opportunity number: EPA-HQ-OPP-2019-001
- Project Title:
- Project Coordinator:
- Organization Name and Address:
- Telephone No.: Fax No.: Email Address:
- Project Duration (anticipated start date and end no later than date):
- First Year Funding Request:
- Total Funding Request (for the entire project):

- DUNS number:

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

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

iv. Workplan (20 (twenty) page limit).

The narrative proposal workplan must directly and explicitly describe how the proposed project meets the guidelines in Sections I – III of this announcement (including the requirements in Section I and the threshold eligibility criteria in Section III) and all evaluation criteria described in Section V.

The narrative proposal workplan must contain all parts in sequential order as shown below:

Project title

Part I. Project Scope and Approach (part of 20 page limit)

a. Project Scope, Goal and Objectives (See section I)

Explain how the overall approach and plan will meet program objectives.

Describe a plan that includes the following:

- Purpose Statement - A one sentence description of what will be accomplished as a result of the project that benefits the public and potential audience(s) served.
- Stated goal and a numbered list of concisely written objectives linked to the purpose of the program that are specific, realistic and measurable.
 - o How the goal and objectives are linked to EPA Strategic Plan Goal 1, Objective 1.4; and Goal 3, Objective 3.1.

b. Project Design/Detailed Workplan

Describe in detail the approach and plan for providing pesticide educational training to managers and senior staff of states, tribes, and U.S. territories working under FIFRA Cooperative Agreements, to develop or enhance their ability to formulate and implement pesticide regulatory programs, and/or undertake new initiatives. The detailed workplan should include:

- A well-conceived approach and plan to effectively 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.

- A list of outputs linked to expected outcomes, and the changes or benefits to human health and the environment that are anticipated.
 - Describe in detail the project activities to be funded (See Section I.B.3 for activities to be included at a minimum.)
 - How lessons learned from previous or existing efforts will be used or considered for this project.
 - How the workplan builds upon or considers lessons learned from previous or existing efforts and how they will be used or considered to benefit this project.
 - A clear and practical approach to evaluate performance.
 - Clearly describe the expected project outputs and outcomes and how progress towards achieving them will be tracked and measured, and how the project will be evaluated.
 - A well-conceived approach for tracking and reporting progress towards achieving the expected outputs and outcomes to EPA.
 - Includes a plan to submit regular reports that document all activities and efforts on project implementation, and track and measure progress achieved toward the outputs, outcomes and milestones met in the overall five-year plan and each annual plan including customer satisfaction measures.
- c. Project Milestone Schedule
 Provide a milestone schedule that:
- Covers each of the five years of the cooperative agreement, with a breakout of the project activities into phases with associated tasks and a timeframe for completion of tasks, and
 - Includes an approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

Part II. Outreach, Transferability, and Sustainability (part of 20 page limit)

- a. Describe the applicant's history of working with a broad range of local, state and national stakeholders.
- b. Explain how the project design promotes meaningful involvement of partner organizations. Provide evidence of stakeholder participation and partnership in the project. Describe the 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 project.
- c. Outline how the project will be disseminated and promoted to ensure project information and outcomes are clearly presented and reach the intended audience and

potential audiences.

d. Describe how the project will ensure that information and outcomes will be of use to other organizations and stakeholders so that the project may continue after EPA funding ends.

Part III. Programmatic Capability and Environmental Results Past Performance (part of 20 page limit)

Clearly and specifically describe applicant resources available to support the project, including personnel and unbiased, accurate and up to date pesticide information.

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization managed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (1) whether and how you were able to successfully complete and manage those agreements and (2) your history of meeting the reporting requirements under the agreements including whether you submitted adequately and timely reports on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. Include the Project Officer's name, email address, and phone number of these past projects.

In evaluating applicants under these factors, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

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

Part IV. Budget Narrative (part of 20 page limit)

In addition to the SF-424A form, prepare an overall budget for allocation of \$2,675,000 over five years. Prepare a detailed budget and narrative for the first incremental funding for an estimated \$535,000. Explain the need for funding under

each of the appropriate budget categories as listed below. Include both federal and voluntary (non-federal) cost share/match if applicable. For each category, indicate which portions of the costs will be paid with EPA or voluntary cost share/match funds (if applicable). Link each task or activity from the project workplan to the associated resources needed to accomplish the activity.

Include sufficient detail for EPA to determine if the costs are eligible, allocable, reasonable, and allowable.

If recommended for funding, you will be required to submit a copy of your organization's Indirect Cost Rate Agreement if your proposed budget includes indirect costs. (see [RAIN-2018-G02](#) for more information about indirect costs)

- a. **Personnel** - Include only direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full or part-time employee. Consultants, contractors or employees of other partner organizations are not "personnel".
- b. **Travel** - Include the travel location(s), estimated number of trips, estimated total mileage, applicable reimbursement rate, and number of nights lodging required throughout the entire project period for your personnel only. (Travel for consultants, contractors, subawardees, or partner organizations goes in "Other Direct Costs".)
- c. **Equipment** - Include only equipment proposed purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include costs for each item.
- d. **Supplies** - Include tangible personal property other than equipment. Include a brief description of the supplies required to perform the work and categorized by major supply category. Example: office supplies, computer supplies, etc.
- e. **Contractual (including consultant) Services** - List services and associated costs that are to be carried out by an individual or organization other than the applicant in the form of a procurement relationship. Consultants are contractors. Include a brief description of the scope of work or services to be provided.

NOTE:

Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward and/or competitive

procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Refer to Section IV.d. of [EPA's Solicitation Clauses](#) for more information on this important topic.

- f. **Other Direct Costs-** Include only those types of direct costs that do not fit in any of the other budget categories. Examples include: occasional photocopying at commercial locations (printing and binding services are contractual), rental of meeting space or instructional facilities, and sub-award costs.
- g. **Subawards** - Any award of financial assistance by any legal agreement made by the recipient to an eligible sub-recipient. Funding may be used to provide subawards of financial assistance, which includes using subawards to fund partnerships, provided the recipient complies with applicable requirements for subawards including those contained in 2 CFR Part 200. Applicants must provide a line item amount for subawards in the Budget Narrative for the "Other Direct Costs" category.

EPA funds may only be used for purposes set forth in the assistance agreement and must be consistent with the statutory authority for the award. Assistance agreements funds may not be used to match funds for other federal grants, lobbying or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal government or any other governmental entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in 2 CFR Part 200, Subpart E.

v. Appendix A: Timetable (part of 20 page limit)

Provide a timetable for each project objective.

vi. Appendix B: Letters of Support (Does not count towards page limit)

If the project narrative describes partnerships, funding, or in-kind services, a letter of support may be included in the proposal. Letters of support are not required. If submitted, letters of support should clearly state the intent of the partner and their contribution, cash or in-kind services to the project. Letters of recommendation will not be considered.

vii. Appendix C: Resumes (Does not count towards page limit)

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

E. Submission Dates and Times

The closing date and time for submission of applications is May 28, 2019, at 11:59 pm Eastern Time (ET). Applications submitted after the closing date and time will not be considered for funding.

F. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at [EPA Solicitation Clauses](#). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. APPLICATION REVIEW INFORMATION

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criteria set forth below. Applicants must directly and explicitly address these criteria as part of their application package submittal in the project narrative. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criterion	Points
1. <u>Project Goals and Objectives.</u> Under this criterion, applicants will be evaluated based on the extent to which the project goals and objectives are clearly stated, and consistent with the purpose, goals, and objectives described in Section I.B.	10
2. <u>Project Approach/Design/Methods.</u> Under this criterion, applicants will be evaluated based on the extent to which the work plan: - Demonstrates an acceptable approach to carry out a high-quality training program that meet the program objectives (10 points); - Demonstrates knowledge of pesticide issues relevant to states, tribes and U.S. territories (5 points); - Includes the use of technology to enhance the educational experience and leverage resources (e.g. videotape sessions, etc.) (5 points); - Demonstrates the ability to conduct training programs at and outside of the applicant's home base (5 points); - Demonstrates the ability to measure the effectiveness of courses through survey tools and the like (5 points); and - Describes the ability to build upon or consider lessons learned from existing efforts (5 points).	35

Criterion	Points
3. <u>Project Performance Measures & Expected Outputs and Outcomes.</u> Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving expected project outputs and outcomes as described in Section I.C.	10
4. <u>Past Performance - Programmatic Capability and Reporting on Environmental Results:</u> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: a) past performance in successfully completing and managing the assistance agreements identified in response to Section IV.D.6.iv., Part III of the announcement (7.5 points); b) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.D.6.iv., Part III 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 the applicant adequately reported why not (7.5 points); c) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project (5 points); and d) Staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, as described in Section IV D, Part III (5 points). <u>NOTE:</u> Note: In evaluating applicants under 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). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for item a above (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for this item, you may receive a score of 0 for this factor.	25

Criterion	Points
5. Budget/Resources: Under this criterion, the Agency will evaluate the following factors as discussed under Section IV.D.6.iv, Part IV: a) Whether the proposed project budget is appropriate (e.g. realistic, reasonable) to accomplish the proposed goals, objectives, and measurable environmental outcomes (10 points); b) Whether the budget narrative provides details of the budget designated for each major activity and justifies the proposed costs (5 points); and c) Whether the proposed approach, procedures, and controls exist for ensuring that awarded grant funds will be expended in a timely manner (5 points).	20

B. Review and Selection Process

EPA will score and rank each application based on the criteria listed above. Under this approach, a panel of EPA reviewers will review and score each application independently. The review panel will sum the total scores and recommend the top ranked application(s) to the selection official. The selection official will review the recommendation and may also consider funding availability and programmatic priorities before reaching a final decision.

C. Additional Provisions Incorporated by Reference

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on “Reporting and use of information concerning recipient integrity and performance” can be found on the [EPA Solicitation Clauses](#) page. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

Following evaluation of the applications, all applicants will be notified regarding their status.

1.Successful Applicants: EPA anticipates notification to the successful applicant will be made via telephone, email, or postal mail by May 28, 2019. The notification will be sent to the original signer of the proposal or the project contact listed in the application. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award.

This notification, which advises that the applicant’s proposed project has been recommended for award, is not an authorization to begin performance. Applicants are cautioned that only a grants

officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The Selection Official may also consider programmatic priorities and the similarity of the project to other projects already being funded by the EPA. The award notice signed by the EPA grants officer is the authorizing document and will be provided through electronic or postal mail. 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 a grant can take up to 90 days or longer.

The grantee information for the successful application will be posted through the Office of Pesticide Programs website at the conclusion of the competition.

B. Pre-award Costs

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

C. Administrative and National Policy Requirements

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

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

D. Reporting Requirements

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

E. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation,

including but not limited to those related to human subjects, data access and information release, DUNS, SAM, copyrights, disputes, and administrative capability, can be found at [EPA Solicitation Clauses](#). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

F. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Grant Competition Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in Section VII 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 remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

VII. AGENCY CONTACT

If you have questions or need additional information regarding this announcement, please contact Cindy Wire via email at wire.cindy@epa.gov or by postal mail at: U.S. EPA Office of Pesticide Programs, 75 Hawthorne Street, (mail code LND 2-2), San Francisco, CA 98105.