FEDERAL AGENCY: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) OFFICE OF PESTICIDE PROGRAMS

TITLE: PESTICIDE ENVIRONMENTAL STEWARDSHIP PROGRAM GRANTS

ACTION: REQUEST FOR PROPOSALS (RFP)

FUNDING OPPORTUITY NUMBER (FON): EPA-HQ-OPP-2021-001

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.714

COVID-19 Update: EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of EPA's Solicitation Clauses.

DATES: The closing date and time for receipt of application submissions is July 9, 2021 by 11:59 pm Eastern Time (ET).

SUMMARY: The purpose of the Pesticide Environmental Stewardship Program Grant Initiative is to encourage smart, sensible and sustainable pest control in agriculture. The initiative, which is an extension of the Pesticide Environmental Stewardship Program (PESP), will enable grantees to implement sustainable pest management practices that align with the Agency's strategic goal of providing a cleaner and healthier environment for all Americans and contribute to reductions in greenhouse gas emissions. Proposed projects should address implementation of environmentally sound pest management practices, approaches, training, and innovations that reduce the risks associated with pesticide use in agricultural settings and, where feasible, lead to corresponding reductions in greenhouse gas emissions that contribute to climate change. These projects will reduce unnecessary exposures to pests and pesticides through the adoption of integrated pest management practices and strengthen our shared goals of sustainable pest management and its intersection with climate change.

FUNDING/AWARDS: Under this competition, EPA intends to award approximately ten cooperative agreements to U.S. States, District of Columbia, U.S. Virgin Islands, Commonwealth of Puerto Rico, any territory or possession of the United States, any agency or instrumentality of a State including State universities, and Federally recognized Native American Tribes. The total estimated funding for the awards is approximately $1 million. EPA expects to make approximately one award in each of the agency's ten regions at a maximum of $100,000 per awardee.

COST-SHARING REQUIREMENT: Cost-sharing is not required.

PROJECT PERIOD: All projects should have an anticipated start date of October 1, 2021. Proposed project periods may be up to 2 years.

Contracts, Subawards and "Partnerships" Prior to naming a contractor or subrecipient as a "partner" or otherwise in your applications, please carefully review the "Contracts and

subawards" solicitation provision available at https://www.epa.gov/grants/epa-solicitation-clauses. Refer to EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements and Subaward Policy and supplemental Frequent Questions for additional guidance.

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SECTION I. Funding Opportunity Description

A. Background

EPA's mission is to protect human health and the environment. PESP is guided by the principle that partnership programs complement the standards and decisions established by regulatory and registration actions. This partnership has previously invested nearly $4 million to support over 100 successful grants, awards for outstanding stewardship, and collaborative efforts that have promoted integrated pest management (IPM) in schools, integrated vegetation management on utility rights-of-ways, information sharing on tick management strategies, and EPA Region-specific projects on sustainable pest management practices.

EPA expects to award assistance agreements under the authority provided in Section 20 of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA, 7 U.S.C. 136r) which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration (which is the use of new or innovative approaches, methods, or technologies), and studies. Through this funding opportunity, EPA is encouraging and promoting smart, sensible and sustainable pest control in agriculture. The initiative, which is an extension of the Pesticide Environmental Stewardship Program (PESP), will enable grantees to implement sustainable pest management practices that align with the Agency's strategic goal of providing a cleaner and healthier environment for all Americans and contribute to reductions in greenhouse gas (GHG) emissions.

IPM is an environmentally friendly, common sense approach to controlling pests. Traditional pest control involves the routine application of pesticides. IPM, in contrast, combines biological, cultural, physical, and chemical tools in a way that minimizes economic, health and environmental risks. This provides a more effective, environmentally sensitive approach to

pest management in agriculture. Because IPM implementation may lead to reductions in pesticide use, it may correspondingly lead to reductions in greenhouse gas emissions that contribute to climate change. For example, reductions in GHG emissions could occur from fewer tractor passes for pest control or the application of less synthetic pesticides.

EPA is seeking to support the agricultural community by funding projects that explore innovative practices, technologies, educational outreach and non-regulatory solutions that promote the adoption of IPM strategies and address a holistic approach to reduced risk practices. Through this initiative, EPA is providing growers with additional tools they need to reduce the risks of pests and pesticides in agricultural settings with the goals of integrating pest, soil, water and crop management practices that address an array of commodities or that focus on "sustainable" agriculture or incorporates conservation planning. According to the National Institute of Food and Agriculture, the term sustainable agriculture (U.S. Code Title 7, Section 3103) means an integrated system of plant and animal production practices having a site-specific application that will over the long-term:

- Satisfy human food and fiber needs.
- Enhance environmental quality and the natural resource base upon which the agriculture economy depends.
- Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls.
- Sustain the economic viability of farm operations.
- Enhance the quality of life for farmers and society as a whole.

B. Scope of the Work

Under this competition, EPA is accepting applications from eligible applicants for projects that:

- Utilize demonstration projects and outreach and education projects to increase the adoption of reduced risk/integrated pest management (IPM) practices.
- Encourage partnerships between producers, commodity groups, scientists, extension, local/state/federal government agencies, and other stakeholders to demonstrate, promote, and utilize reduced risk/IPM practices in the field.
- Actively engage scientists, producers, industry, and local/state/federal partners/Tribal stakeholders in the specifics of meeting the objectives.
- Quantitatively measure and document the effects of using the reduced risk/IPM programs on the environment, human health, community, and greenhouse gas emissions.
- Facilitate a sustainable systems approach that utilizes reduced risk/IPM practices and leads to reductions in greenhouse gas emissions.
- Demonstrate region-specific pest management practices and integrated crop management systems.

EPA strongly encourages applicants to use existing quality, authoritative IPM training and outreach materials rather than developing new ones, because many quality materials are

available, and some are underutilized.

EPA will consider funding translation of existing materials or the development of new outreach, education, guidance, or technical assistance documents only where the applicant demonstrates that there is a need (e.g., that existing quality materials are not available). The applicant must specify what steps they have taken to determine this need (e.g., you may cite a conference where this need was discussed, the results of inquiries made within your stakeholder community or with educational institutions, or a research paper or other published document). If the applicant does not yet know which materials will be used as part of the project, the applicant must identify what steps it will take to search for and select those materials.

Examples of Activities: EPA's expectation is that the awards under this grant initiative will help to advance pesticide risk reduction and integrated pest management well beyond the period of performance of the grants. We strongly encourage collaborative partnerships among key stakeholders. Below are some examples of the types of projects and activities applicants may submit under this competition – these are examples only, and this list is not intended to be all-inclusive.

i) Develop and deliver guidance, technical assistance, training or other support (e.g., financial) to growers to assist them in implementing integrated pest management practices that foster a holistic approach to reduced risk practices for growers.
ii) Develop and implement training programs that include promoting awareness and actionable steps to address pest and pesticide issues. Novel approaches to training are encouraged, e.g., just-in-time training; collaboration to provide training through stakeholders' existing training portals; scenario-based simulation training, etc. Note: Training materials should not be developed anew but should use or build upon already existing materials to the extent possible.
iii) Develop and implement outreach and training activities to promote the adoption of comprehensive integrated pest management programs to reduce pesticide risk and lead to reductions in greenhouse gas emissions. Training materials need not be developed anew; applicants are encouraged to use or build upon already existing materials to the extent possible.
iv) Launch or expand an IPM program to address multiple pest/pesticide issues or the intersection of IPM and greenhouse gas emissions as it relates to climate change.
v) Establish a communication network with growers to promote IPM practices.
vi) Create a public-private partnership to develop resources and provide services to reduce unnecessary pest and pesticide exposure through IPM adoption in agricultural settings.

Proposed projects should reflect multi-media and holistic approaches for reducing unnecessary exposure to pests and pesticides. Applications should also demonstrate a broad reach and collaborative problem-solving with appropriate partners and, describe how this project's objectives create sustained activities that continue beyond the completion of the grant project period.

This funding cannot be used to fund human subject research.

NOTE: Grant activities must relate to gathering or transferring information or advancing awareness and demonstrating changes in attitudes and behaviors of those participating. Applications should emphasize this "learning" concept, rather than trying to "fix" an environmental problem using a well-established method. All the eligible activities listed above promote learning and understanding and are acceptable activities. Examples of unacceptable grant applications involve performing large-scale clean-ups, treatments, routine recycling services, and major disposal and/or energy recovery projects.

For projects that will support *demonstration* activities, the project must involve new or experimental technologies, methods, or approaches; where the results of the project will be shared so that others can benefit from the knowledge gained. A project that is accomplished through the performance of routine, traditional, or well-established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration. The applicant must clearly explain in the applications how the technologies, methods, or approaches used are new or experimental and how the project otherwise meets the requirements of a demonstration as described in this RFP. If your project uses technologies, methods or approaches that have been used previously in other geographic areas and/or business sectors, then your application must include an explanation as to how your demonstration project is different from such prior projects and is a true demonstration. You must also explain what will be learned from the demonstration project. If your project is truly a demonstration and complies with other eligibility factors, then it will be considered for funding. *Remember, your project doesn't have to include demonstration activities. But if it does, then those activities must comply with the details listed above.*

C. EPA Strategic Plan Linkages, Anticipated Outcomes and Outputs andPerformance Measures

Linkage to EPA's Strategic Plan

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's Strategic Plan is available at: https://www.epa.gov/planandbudget/strategicplan.html.

The activities to be funded under this announcement are intended to further EPA's Strategic Goal 1: A Cleaner, Healthier Environment, Objective 1.4 Ensure Safety of Chemicals in the Marketplace. EPA works with other federal, state, and tribal agencies, trade organizations, industry, and non-governmental organizations to ensure the effective and safe use of pesticides.

Anticipated Outputs and Outcomes

EPA requires that grant applicants and recipients 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 program in terms of well-defined outputs and, to the extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the strategic goal described above.

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 the assistance agreement funding period.

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

Expected Outputs and Outcomes

Examples of outputs under the awards expected to be made include, but are not limited to:

1. Final project report that documents activities and quantifies results;
2. Educational, training, or outreach materials developed for producers and technical service providers;
3. New policies, guidance or protocols to advance integrated pest management advancements in agriculture;
4. Measures to assess progress established (e.g., acres impacted by the project under management that include pesticide risk reduction practices); and/or
5. IPM programs, tactics, and trainings implemented.

Examples of outcomes under the awards expected to be made include, but are not limited to:

1. An increase in the average and/or number of growers using reduced risk/IPM tools and techniques;
2. A reduction in risks from exposure to pesticides through implementation of proven reduced risk approaches to pest management;
3. A quantitative measure or qualitative reduction in the use of higher risk pesticides or pesticides in general;
4. A business case that supports the adoption of a reduced risk pest management strategy; and/or
5. Increased partnerships between stakeholders, producers, state/tribal entities to implement reduced risk programs or achieve quantitative and qualitative benefits to human health, environment and communities due to the adoption of integrated pest management advancements in agriculture.

During the evaluation process for applications, EPA will determine if each work plan contains well-defined educational and environmental outputs and outcomes, adequately describes the

applicant's plan and approach for tracking and measuring progress towards achieving the outputs and outcomes, and clearly explains how the applicant will achieve the expected outputs and outcomes. Proposed outputs and short-term outcomes must be completed and be reported to EPA within the project period. See Section 5(A) for evaluation criteria.

Performance Measures. The applicant should develop performance measures related to the proposed activities and describe them in their application. The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short-term and longer-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?

D. Statutory Information

Statutory Authority: EPA expects to award these grants under the following grant authority: Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA, 7 U.S.C. 136r), Section 20.

SECTION II. AWARD INFORMATION

A. Number and Amount of Award

The total estimated funding expected to be available for awards under this competitive opportunity is approximately $1 million. EPA expects to make approximately one award in each of the agency's ten regions at a maximum of $100,000 per awardee subject to the availability of funds, quality of evaluated applications, and other applicable considerations. The goal is to have awardees representing the diversity of the ten EPA regions.

EPA reserves the right to reject all applications and make no awards, or make fewer awards than anticipated, under this announcement. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

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.

B. Start Date and Length of Project Period

The estimated initial project period for the awards resulting from this solicitation will be

September 30, 2021 to September 29, 2023. Proposed project periods will be up to 2 years.

C. Funding Type

The successful applicant will be issued a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process. Federal involvement may include:

- Close monitoring of the recipient's performance;
- Collaboration during the performance of the scope of work;
- Review of proposed procurements in accordance with 2 CFR 317 and 2 CFR 318, as appropriate;
- Review of the qualifications of key personnel (EPA does not have the authority to select employees or contractors employed by the recipient);
- Review and comment on mid-year and yearly reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
- Participation in periodic telephone/video conference calls to share project successes and challenges, etc., with EPA.

SECTION III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Assistance under this competition is available to the 50 States, District of Columbia, U.S. Virgin Islands, Commonwealth of Puerto Rico, any territory or possession of the United States, any agency or instrumentality of a State including State universities, and all Federally recognized Native American Tribes.

Local governments, private universities, private nonprofit entities, private businesses, and individuals are not eligible. For-profit organizations are not eligible. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are also not eligible to apply.

B. Matching Funds

Cost-sharing or matching is not required as a condition of eligibility under this competition.

C. Threshold Eligibility Criteria

Applications must meet the following threshold criteria to be eligible for funding consideration under this solicitation. Failure to meet any of the following criteria in the application will result in disqualification of the application for funding consideration. 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 because of 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 of this announcement or else they will be rejected. Where a page limit is expressed in Section IV with respect to the workplan, pages in excess of the page limitation will not be reviewed.

(2) Applications must be submitted through the Grants.gov website: https://www.grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application 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.

(3) 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 the Grants.gov website (https://www.grants.gov) or relevant SAM.gov (https://www.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 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 Jennifer Lemon (info_pesp@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed. NOTE: Successful submission and receipt of an application does not guarantee its eligibility for review.

(4) The applicant must be an eligible organization as described in Section III (A) above and state in its application how it meets that eligibility criterion.

(5) Applicants may submit only one application under this solicitation. If an applicant submits more than one, EPA will contact them to determine which one to withdraw.

(6) A project must further EPA's Strategic Goal 1: A Cleaner, Healthier Environment, Objective 1.4 Ensure Safety of Chemicals in the Marketplace and must consist of activities authorized under the following EPA authority: Federal Insecticide, Fungicide, and Rodenticide Act, Section 20. Note that a project's focus is to consist of activities within the statutory terms of EPA's financial assistance authorities; specifically, the statute(s) listed above.

(7) Applications must not include routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state, or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior grant.

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. Activities and tasks ineligible for funding include:

(1) Lobbying or political activities as defined in 2 CFR Section 200.450;
(2) Non-educational research and development; or
(3) Construction projects–EPA will not fund construction activities such as the acquisition of real property (e.g., buildings) or the construction or modification of any building.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

A. Requirement to Submit Through Grants.gov and Limited Exception Procedure

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 section *c. Technical Issues with Submission* below.

B. Submission Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov 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. Please see RAIN-2021-G01 for information about EPA's implementation of the upcoming Government-wide transition from DUNS to Unique Entity Identifier (UEI).

Applicants need to ensure that the AOR who submits the application through Grants.gov and

whose DUNS is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS 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-2021-001, or the CFDA number that applies to the announcement (CFDA 66.714), in the appropriate field and click the Search button.

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

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov no later than July 9, 2021 at 11:59 pm Eastern Time (ET). Please allow for enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit.

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

Application Materials

The following forms and documents are required under this announcement:
(1) Standard Form 424 (SF-424), *Application for Federal Assistance*. Please note thatthe organizational DUNS Number must be included on the SF-424.
(2) Standard Form 424A (SF424A) *Budget Information for Non-Construction Programs*
(3) EPA Key Contacts Form 5700-54
(4) EPA Form 4700-4 *Pre-award Compliance Review Report*
(5) Project Narrative (*Project Narrative Attachment Form*) prepared as described in Section IV (E) (6) below

Applications submitted through Grants.gov will be time and date stamped electronically. If you have not submitted a confirmation of receipt from EPA (NOT from the Grants.gov website) within 30 days of the application deadline, please contact Jennifer Lemon (info_pesp@epa.gov). Failure to do so may result in your application no 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 tollfree 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, 1-800-518-4726, or support@grants.gov 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.

Once you have submitted, you will receive the following communications:

- **Submission Receipt Email**
  This email confirms successful receipt of your application by the Grants.gov system

and indicates application status is "Received." This will include a tracking number, which will have the following format: GRANTxxxxxxxx

- **Submission Validation Email –OR– Rejection with Errors Email**
  This email Indicates that your application was either successfully validated or rejected by the Grants.gov system prior to transmission to the grantor agency. If your application is rejected with errors, you may resolve these errors and attempt to submit again if the submission deadline has not already passed.
- **Received by Agency Email**
  Once your application package has passed validation, it is available for the awarding agency (EPA) to retrieve to perform further review and award determination. (Please note that Grants.gov does not review application content for award determination). After the EPA confirms receipt of your application, Grants.gov will send you a third email to indicate the Received by Agency status.

If you do not receive the above emails, please contact 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.

Note: Grants.gov issues a "case number" upon a request for assistance. Save this number in case you encounter additional problems.

(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. EPA will decide concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Jennifer Lemon (info_pesp@epa.gov) with the FON (EPA-HQ-OPP-2021-001) in the subject line. If you are unable to email, contact Jennifer Lemon at 703-347-0336. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant SAM.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access.

Failure of an applicant to submit by the deadline 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.

(a) **If you are experiencing problems** resulting in an inability to upload the application to Grants.gov, it is essential that you 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 Jennifer Lemon (info_pesp@epa.gov) as soon as internet access is available and explain the circumstances.

(b) 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, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to Jennifer Lemon (info_pesp@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.

(c) Grants.gov rejection of the application package

If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly, send an email to Jennifer Lemon (info_pesp@epa.gov) with the Funding Opportunity Number (EPA-HQ-OPP-2021-001) 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 the Grants.gov website or via email does not necessarily mean your application is eligible for award.

D. Format of Application Submission

Applications must include the information described below, and it is highly recommended that applications follow the format provided. Please follow the instructions and do not submit additional items or forms. Please do not refer to websites or online tools in your application as the reviewers will evaluate only the materials provided in the application.

The required contents of the application package are described in detail below. Pages in excess of the page limits noted will not be reviewed. "One page" refers to one side of a single-spaced typed page. The pages must be letter-sized (8 ½ X 11 inches); recommended font size is no smaller than 10 point; and margins no less than 1 inch are recommended.

E. Contents of Submission:

A complete application package must contain all the information outlined below.

1. **Standard Form (SF) 424*, Application for Federal Assistance***. Please note that the organizational DUNS Number must be included on the SF-424A.
2. **Standard Form (SF) 424A*, Budget Information for Non-Construction Programs***.
3. **EPA Key Contacts Form 5700-54**. The Key Contacts form should also be completed for major sub-agreements. Do not include information for consultants or other contractors.
4. **EPA Form 4700-4, *Pre-award Compliance Review Report***

5. **Project Narrative**
    a. **Work Plan**—not to exceed 12 single spaced pages total
        - Executive Summary—recommended 1 page
        - Detailed Project Description
        - Project Evaluation
    b. **Detailed Budget**—no page limit
    c. **Appendices**—no page limit
        - Timeline
        - Logic Model
        - Partnership Letter of Commitment (only if you have partner organizations making a commitment to the project and please, NO letters of endorsement or recommendation)

Project Narrative Instructions
You must include a project narrative, which will consist of a work plan that describes your proposed project, a detailed budget and appendices. The work plan must address the requirements in Section I of this solicitation as well as any applicable threshold eligibility requirements in Section III and each of the evaluation criteria set forth in Section V. Your application should use ordinary terms to provide reviewers with an understanding of the purpose and expected outcomes of your project. A person unfamiliar with your project, its location/setting, and its topics should be able to read the application and understand it without further research. Your application will be scored based on the ranking factors identified in Section V.

(1.) Work Plan. The Work Plan must not exceed a maximum of 12 single-spaced typed pages; excess pages will not be reviewed. The workplan must include the items listed under Detailed Project Description (2). Supporting materials, such as appendices, resumes and commitment letters, can be submitted as attachments and are not included in the 12-page limit.

(a) Executive Summary: Provide a concise overview (recommended one page) of your application in the following format. Detailed explanation should be provided in the Detailed Project Description (2), not here. The primary purpose of this part of the work plan is to help reviewers determine the eligibility of the applicant/application. Please provide the following information:

Organization

- Name of Organization
- Point of Contact for Organization, Mailing and Email Address
- How your organization meets the eligibility requirement described in Section III (A).

Project Objectives, Outputs and Outcomes-Concisely list

Link to EPA Strategic Plan
Briefly describe the project's link to the EPA Strategic Plan as outlined in Section I (C).

Brief Project Description
Please provide the following information:

- Project Title
- Project Period--Provide beginning and ending dates.
- A Brief Synopsis of the Project.
  -Include the goals, objectives, outputs and outcomes of the program by the end of years one and two.
  -Number Reached. Include the estimated number of acres/growers/etc. to be reached as well as the expected demographics of the audiences reached.
  -How the funds will be used. Specify how these funds will be used in the project. **Note: The form 424A and the Detailed Budget are where you will include your full allocation of costs.**

(2) Detailed Project Description
The detailed project description must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement (including threshold eligibility criteria in Section III (C)) and must address each of the evaluation criteria set forth in Section V.

Reviewers look at many applications when scoring them, so providing information in the order listed prevents information from being overlooked. Additionally, the project description and work plan should use ordinary terms to provide reviewers with an understanding of the purpose and the expected outcomes of the project. A reviewer unfamiliar with the project should be able to read the work plan and understand it without further research.

This section of the work plan should describe the goals, objectives, outputs and outcomes of the program. It should indicate how the program will be managed, implemented and evaluated. This section of the work plan must also contain the sections discussed below.

Purpose Statement. A statement describing what will be accomplished because of the project, including the number of acres, growers, or other stakeholders impacted, and, to the extent this can be quantified, how they will be impacted.

Management and Implementation Plan. A detailed plan of how the project will be managed and implemented.

Under the headings **WHAT, WHY, WHO** and **HOW** describe precisely what your project will achieve, why the goals and priorities were chosen; how it will achieve its goals; and who it will reach. It is highly recommended that you explain each aspect of the application clearly and address each topic by following the format below. Include the headings as given and do not reorder the paragraphs or you risk the possibility of information being left out by you as the applicant or overlooked or not fully understood by the reviewers when the project is scored.

WHAT your project will achieve in terms of proposed activities and long-term support and identify all key outputs and outcomes of the project.

- Provide a detailed description of the activities that will occur under your project. Clearly identify your activities as well as the materials and implementation/delivery methods that will be used. The description should include the project goals and list specific, measurable, achievable, realistic, time-based objectives.
- Describe the major responsibilities, qualifications, expertise and abilities of the Program Manager and key staff as well as key partners where the applicant is a consortium to effectively manage and implement the program.
- Describe the project impact area(s) – environmental, human health, economic, and/or community.

WHY the goals and objectives of the project were chosen and **WHY** the project is important to the advancement of the field of integrated pest management, pest/pesticide risk reduction, and the intersection of IPM and climate change by discussing how these activities will build upon existing national efforts and programs;

- Explain the need for this project. Describe why you are proposing this project, why you have chosen these goals and these objectives, and how this project will promote integrated pest management to reduce unnecessary risk from pests and pesticides, thereby improving human health and/or the environment and lead to reductions in greenhouse gas emissions.
- Describe how the project activities will build upon or consider lessons learned from existing efforts, including pre-existing programs such as a coordinated approach for integrated pest management across an agricultural commodity.
- Cite studies or sources, where appropriate, that verify the need for your project. (Citations and lists of sources may be submitted as a separate Attachment and not counted in the page limit for the Work Plan).

WHO will the project reach?

- Describe in detail your target audience and geographic area intended for this project and the number of acres, growers, etc. the project is expected to reach.
- Explain your recruitment plan to attract and encourage participation with your target audience.

- Explain (where appropriate) how the project will reach diverse and/or underserved communities, including federally-recognized Tribes.
- Provide evidence of stakeholder participation, consortia involvement, or partnerships in the project.

HOW the project will achieve its goals, outputs and objectives?

- Outline the strategic approach, specific goals and objectives, methodology for accomplishing goals and objectives, metrics that will be used to measure attainment of project goals and objectives, the evaluation methods used to assess the metrics, and the anticipated project outputs and human health/environmental outcomes.
- Provide a timeline for the project.

Management Capability and Staff Expertise. Provide information on your organizational experience, management plan, and experience in overseeing projects similar in size and complexity to the proposed project. Provide information about key personnel responsible for the roll-out of this project, including staff qualifications, expertise and experience and, for staff not yet hired, demonstrate ability to obtain qualified staff that will enable successful achievement of the goals of the proposed project.

Cross-agency Coordination, Outreach, Transferability and Sustainability. Describe your history of working with growers, ranchers, researchers, and other stakeholders on integrated pest management issues. Explain the extent to which this project will include cross-agency coordination, including involvement of relevant State, tribal or territorial agencies, partner organizations and local stakeholders. Explain how the project will be promoted to ensure project information and outcomes are clearly presented and reach the intended audiences and potential audiences. Describe your plan for maintaining project viability after the funding for this assistance agreement has been exhausted. Describe how the project will ensure that information and outcomes produced under this project will be promoted so that other growers, commodity groups, researchers, and extension personnel can use this information to promote IPM-based practices after this EPA funding is exhausted.

Project Performance Measures and Expected Outcomes and Outputs. Identify expected project outputs and how progress towards achieving the expected outputs will be tracked and measured. Also, identify expected quantitative and qualitative outcomes of the project (see Section I.E.), including what measurements (direct or surrogate) will be used to track your progress towards achieving the expected outcomes; the impact this project will have on low income, tribal, minority and other underserved communities; and how the results of the project will be evaluated. Direct measures identify actual environmental or human health impacts. In contrast, surrogate measures identify changes in strategies or behavior(s) that should lead to environmental or human health impacts.

Programmatic Capability and Past Performance. Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 3 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including 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. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/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 reporting information, please indicate this in the proposal 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.

(3) Evaluation Plan

Provide a detailed plan on how the effectiveness of the program will be evaluated. It is important that the applicant demonstrates how the outputs and outcomes of their program will meet the goals of the program as well as the needs of the stakeholder communities and the applicant's plan and approach for measuring and tracking their progress towards achieving the project outputs and outcomes.

Please be sure to include project evaluation tasks in your Timeline of activities. Also, be sure your evaluation plan is accounting for the measurement of the outputs and outcomes you describe in your Logic Model. A Timeline and a Logic Model (or similar) are both required to be included in your Application.

In addition, applicants must discuss their approach, procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

(b) Detailed Budget and Non-Federal Match Narrative.

In addition to completing the SF-424A form, you must create a detailed budget with narrative justifying the need for funding under each of the appropriate budget categories as listed below and cross-walking the proposed budget to the project goals and objectives. Link each task or activity from the project work plan to the associated resources needed to accomplish the activity. See Appendix A (Instructions for the Detailed Budget) for additional information.

In the detailed budget, use the same order and headings listed on the Budget Form 424A. These cost categories are: personnel/salaries; fringe benefits; travel; equipment over $5000; supplies;

contract costs; other costs; and indirect costs, where appropriate, since not all applicants will use every cost category. Applicants must provide details for each expense, such as personnel (number of staff, title or role in project, hourly wage and percentage of time spent on project), travel (reasons for travel, costs and locations of trips and costs per mile for travel and per diem per person) and supplies (provide categories and detailed listings according to the project tasks in which they will be used). Make sure you factor in the costs for all proposed activities.

If you anticipate earning program income because of your EPA award, show the estimated amount, explain how it is to be earned (the source of income – e.g., workshop fees), and how it will be used to enhance your project. When you do use program income on your project, it is important that you include the amount in your detailed budget.

Funds for salaries and fringe benefits may be requested only for those personnel who are directly involved in implementing the proposed project and whose salaries and fringe benefits are directly related to specific products or outcomes of the proposed project. EPA strongly encourages each applicant to request reasonable amounts of funding for salaries and fringe benefits to ensure that the application is competitive.

Applicants may not use sub-agreements to transfer or delegate their responsibility for successful completion of their EPA assistance agreement. Please refer to https://www.epa.gov/grants/epa-solicitation-clauses#contractssubawards if your organization intends to identify specific contractors, including consultants, and subawardees in your application.

Indirect Costs
Indirect costs (IDCs) may be budgeted and charged by recipients of Federal assistance agreements in accordance with 2 CFR Part 200. See the Indirect Cost Guidance for Recipients of EPA Assistance Agreements for additional information.

Other Federal Funds
If you have already been awarded federal funds for some aspect of a project for which you are seeking additional support, you must indicate those funds in the budget section of the work plan and ensure that none of those funds are used toward your matching funds for this project. You must also identify the project officer, agency, office, address, phone number and the amount of the federal funds.

(c) Appendices
Attachments to the work plan (not included in the 12-page limit) include:

Timeline. Include a timeline to link your activities to a clear project schedule and indicate at what point over the months of your budget period each action, event, milestone, product development and evaluation will occur.

Logic Model. Provide a graphic display identifying all key goals, outputs and outcomes and a schedule for conducting and completing the outputs and outcomes during the first year.

Submission Dates and Times

Applications must be submitted electronically through Grants.gov on or before July 9, 2021, 11:59 pm Eastern Time (ET). Applications submitted after the closing date and time will not be considered for funding.

Additional Provisions for Applicants Incorporated by Reference

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and application assistance and communications, can be found at the EPA Solicitation Clauses (https://www.epa.gov/grants/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 applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

SECTION V. APPLICATION REVIEW INFORMATION

A. Evaluation and Scoring

This section describes the merit review process that will be used to evaluate applications that meet all the eligibility criteria listed in Section III. Eligible applications will be reviewed and ranked on a 100-point scale using the criteria and scoring system described below. Applicants must explicitly address these criteria as part of their application package submittal.

Criteria	Max Points
Project Approach and Technical Merit. Under this factor, applications will be evaluated based on the quality of the overall project design including the quality of the strategic approach and specific project goals and objectives.	**10**
Detailed Project Description: WHAT, WHY, WHO, HOW	
WHAT: Under this factor, applications will be evaluated based on the substance, clarity, and completeness of the explanation of the degree to which the project would build capacity for reducing pest/pesticide risk and/or reducing greenhouse gas emissions through integrated pest management.	**5**
WHY: Under this factor, applications will be evaluated based on the substance, clarity, and completeness of the explanation of: **1)** the extent to which the project demonstrates that pest/pesticide risk or greenhouse gas emissions will be reduced through integrated pest management adoption and the extent to which the project would fill a gap in capacity for IPM implementation. **(10 points)** 2) the extent to which the project builds upon existing efforts rather than replicating current effort. **(10 points)**	**20**
WHO: Under this factor, applications will be evaluated based on: **1)** the extent to which the project includes meaningful involvement of a wide-range of local stakeholders and technical experts including consortia, partner organizations, collaborating entities, and stakeholders. **(12 points)** **2)** the extent of the project's geographic reach and number of acres or growers the project would impact. **(8 points)**	**20**
HOW: Under this factor, applications will be evaluated on the substance, clarity, and completeness of the explanation of: 1) The applicant's organizational experience and ability to demonstrate a management plan that ensures timely and successful achievement of goals and objectives under this project, and 2) the extent to which the timeline links activities to a clear project schedule and clearly indicates realistic goals, objectives, and timing of each action, event, milestone, and evaluation activity. **(2 points each)**	**4**
Project Evaluation. Under this factor, the Agency will evaluate the effectiveness of the applicant's plan (a Logic Model is preferred) for tracking and measuring its progress toward achieving the expected project outputs and outcomes including those identified in Section I.	**4**

Criteria	Max Points
Budget. Under this factor, applications will be evaluated on: 1) Consistency and Accuracy—how well the budget information clearly, consistently, and accurately shows how funds will be used. 2) Return on Investment—whether the funding request is reasonable given the activities proposed and demonstrates a good return on investment. **(5 points each)**	**10**
Cross-Agency Coordination, Outreach, Transferability and Sustainability. Under this factor, applications will be evaluated on: **1)** the extent to which the applicant demonstrates experience with growers, commodity groups, and other stakeholders on agricultural IPM programs, including the strength of the organization's historical involvement with the affected community, on-going communications between applicant and the affected community organizations, and plans for including the affected community as part of the decision-making process. **(4 points)** **2)** how the applicant plans to ensure that information and outcomes from this project can be disseminated to and used by other growers, commodities, territories, and/or states. **(8 points)** 3) the extent to which the applications demonstrate that the project will be sustainable beyond the life of the grant and can be replicable in other similar communities. **(7 points)**	**19**
Programmatic Capability and Past Performance. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project, considering the applicant's: 1) Past performance in successfully completing and managing the assistance agreements identified in response to Section IV(E)(c) of the announcement; **(3 points)** 2) History of meeting the reporting requirements under the assistance agreements identified in response to Section IV(E)(c) 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. **(3 points)** 3) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. **(2 points)** **Note**: In evaluating applicants under items 1) and 2) of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you	**8**

Criteria	Max Points
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 sub-factors (items 1) and 2) 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 these items, you may receive a score of 0 for these factors.	
TOTAL	**100**

C. Review and Selection Process

Applications will first be evaluated against the threshold eligibility criteria listed in Section III.C. Only those applications which meet all the threshold factors will be evaluated using the evaluation criteria listed above by a review panel comprised of EPA staff.

Each application will be given a numerical score and will be rank ordered, by EPA Region, according to the numerical score and the scores and rankings will be provided to the EPA Headquarters Selection Official for this solicitation for final funding decisions.

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Selection Official may also consider programmatic priorities, geographic distribution of funds, and ensuring that projects are in complementary areas of the United States. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

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 (https://www.epa.gov/grants/epa-solicitation-clauses). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

EPA anticipates notification to successful applicants will be made via e-mail. The notification will be sent to the original signer of the application or the project contact listed in the application (line #21 of the SF 424). This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by EPA's Grants and Interagency Agreements 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 an 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.

B. Administrative and National Policy Requirements

The Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) at http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5 provides a complete explanation of the national policy requirements for the award of federal assistance agreements. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: http://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants.

C. Progress Reports and Work Products

Specific financial, technical, and other reporting requirements to measure the grant recipient's progress will be identified in the Programmatic Terms and Conditions document sent with the EPA grant award agreement. Grant recipients must submit periodic formal progress reports as frequently as quarterly, as instructed in the award agreement. Also, two copies of a Final Technical Report and two copies of all work products must be sent to the EPA project officer within 90 days after the expiration of the project period.

Project activity reports must address the status of all objectives and activities outlined in the project (including measures), a statement of impacts, and incurred project expenses. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final technical report should discuss the problems, successes and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of reports will be established by EPA, after award.

D. 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 on the Grant Competition Dispute Resolution Procedures page (https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. 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.

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 DUNS, SAM, copyrights, disputes and administrative capability, can be found at EPA Solicitation Clauses page (https://www.epa.gov/grants/epa-solicitation-clauses). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

SECTION VII. AGENCY CONTACTS

For further information, contact:

Jennifer Lemon
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., NW (7511P)
Washington, DC 20460
info_pesp@epa.gov

Applicants who need clarification about specific requirements in this Solicitation Notice may contact Jennifer Lemon in the Office of Pesticide Programs at EPA Headquarters in Washington, D.C. at info_pesp@epa.gov. Information given to applicants in response to inquiries is solely for the purpose of clarifying specific requirements in this Solicitation Notice.

Appendix A. Instructions for the Detailed Budget

This section of the work plan is a detailed description of the budget found in the SF-424A and must include a detailed discussion of how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs and total costs. Please refer to EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance for detailed information on how to categorize costs.

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 and are paid employees of the applicant organization. If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including consultants), which are included in the "Contractual" category; (2) personnel of subrecipients such as consortia members or other non-profit or governmental partner organizations 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 include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.

• **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. workshops) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of contractors (including consultants), which are included in the "Contractual" category; (2) travel for personnel of subrecipients such as consortia members or other non-profit or governmental partner organizations which are included in the "Other" category; (3) Travel for non-employee program participants (such as trainees) is also included in the "Other" category as participant support costs.

• **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 unless your equipment management system has a lower threshold for equipment. Follow your equipment management system thresholds if that is the case. 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; These types of proposed costs should be included in the "Other" category. or (2) Equipment service or maintenance contracts that are not included in the purchase or lease price of equipment should be classified as "Contractual". Items with a unit cost of less than $5,000 should be categorized as supplies, pursuant to 2 CFR. Part 200, unless your equipment management system provides otherwise. The budget detail must include an itemized listing of all equipment proposed under the project.

• **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, retail photocopy services and rental costs should be included in the "Other" category.

• **Contractual.**

Identify each proposed contract and specify its purpose and estimated cost. Contractual services (including consultants) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the "Other" category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration and proposed procurement method (competitive or non-competitive), if known. Refer to EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for advice on competition requirements. Do not name a contractor in your proposal if the proposed transaction does not comply with these requirements. EPA rarely accepts sole source justifications for contractors including consultants when competition is required.

• **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, retail photocopying, subaward costs, and participant support costs. Subawards (e.g., subgrants) are a distinct type of cost under this category as are participant support cots. The term "subaward" means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. EPA provides detailed advice on subawards in the Agency's Subaward Policy and on participant support costs in the Agency's Interim EPA Guidance on Participant Support Costs.. Procurement contracts are not subawards and belong in the contractual category.

Arrangements with commercial firms for large scale printing and binding work are considered contractual. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.

• **Indirect Costs.**

If indirect charges are budgeted, indicate the approved rate and base. Indirect costs are those incurred by the grantee 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. Provide the percentage rate used and explain how charges were calculated for this project**.**

Note:

Prior to drawing down EPA funds for indirect costs, you MUST have one of the following current (not expired) IDC rates

1) an approved Indirect Cost Rate Agreement (Provisional, Final, Fixed or Predetermined),
2) qualify to use the 10% de minimis rate authorized by 2 CFR 200.414(f),
3) EPA-approved use of one of the following:
    1) 10% de minimis as detailed in section 6.3 of the IDC Policy; or
    2) expired fixed rate with carry-forward as detailed in section 6.4.a. of the IDC Policy.

Recipients may only claim IDCs that are supported by an approved IDC rate that is concurrent with the period during which such costs were incurred, with the exception of Institutions of Higher Education (IHEs). IHEs are required by 2 CFR Part 200, Appendix III(C)(7), to use the same negotiated IDC rates throughout the life of the grant unless the rates were provisional at the time of award.

Proposed rates do not qualify as approved IDC rates, and recipients must not draw down IDCs without an approved IDC rate in place.

Recipients who have never received an indirect cost rate may charge 10% de-minimis rate based on Modified Total Indirect Costs as provided in 2 CFR Part 200. Additional indirect cost guidance is available in RAIN-2018-G02, "Indirect Cost Guidance for Recipients of EPA Assistance Agreements."

• **Income.**

If the applicant anticipates earning program income as a result of the EPA award, show the estimated amount, explain how it is to be earned (the source of income) and how it will be used for the purposes and under the conditions of the EPA cooperative agreement. Program income may be added to the amount of EPA funds or to meet cost share and applicants should specify how it will be used. Refer to EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance for advice on budgeting for program income.

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.

Minority Serving Institutions

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 such dialogues to participate in EPA programs. For this reason, EPA strongly encourages all eligible applicants identified in Section III, 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, 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; and 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.