

COVID-19 Update: The 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 the U.S. Environmental Protection Agency's Solicitation Clauses ([EPA's Solicitation Clauses](#)).

FEDERAL AGENCY: U.S. Environmental Protection Agency (EPA)

FUNDING OPPORTUNITY TITLE: 2022 Region 4 Integrated Pest Management Grant

ANNOUNCEMENT TYPE: Request for Applications (RFA)

ASSISTANCE LISTING NUMBER (CFDA): 66.716

FUNDING OPPORTUNITY NUMBER: EPA-R4-LCRD-2022-IPM

IMPORTANT DATES

RFA Issuance Date:	November 3, 2021
Application Deadline:	December 17, 2021, 11:59 pm
Anticipated Notification of Selection:	January 27, 2022
Anticipated Award:	May 3, 2022

EPA Region 4 will host an informational call on **November 18, 2021 from 12:00-1:00pm**, to discuss this RFA and respond to questions. Call 202-991-0477 and enter the Conference ID 700 052 445#. To help us provide detailed information, it is asked that questions be submitted in advance to Savannah Merritt (merritt.savannah@epa.gov). The call will be recorded and made available on EPA's Region 4 website at <https://www.epa.gov/aboutepa/about-epa-region-4-southeast> within a week of the call. Questions submitted after this date will be answered and posted regularly at that website during the competition.

The closing date and time for receipt of application submissions is **December 17, 2021 at 11:59 pm** in order to be considered for funding. Application packages must be submitted electronically to the EPA through Grants.gov (<https://www.grants.gov> or [Grants.gov](#)). Applications will be electronically date and time stamped. Reference Section IV.A of this announcement for full details on the submission process.

SUMMARY: EPA Region 4 is announcing this grant competition and soliciting applications from eligible applicants to encourage smart, sensible, and sustainable pest control in Region 4. Proposed projects should address environmentally sound pest management practices, approaches, training, and innovations that reduce the risks associated with pesticide use. These projects will reduce unnecessary exposures to pests and pesticides through the adoption of integrated pest management practices. Applicants must select at least one of the following technical assistance methods: research, public education, training, monitoring, demonstration (which is the use of new or innovative approaches, methods, or technologies), and studies. Special priority will be given to applicants who can demonstrate how their project will benefit communities with environmental justice concerns. Applicants' projects

must take place within EPA Region 4, which includes Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee, as well as tribal nations therein.

FUNDING / AWARDS: EPA Region 4 anticipates awarding up to \$150,000 under this announcement. EPA anticipates awarding two to three cooperative agreements ranging from \$50,000-\$75,000, subject to the availability of funds, the quality of applications received, and other applicable considerations.

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I. FUNDING OPPORTUNITY DESCRIPTION

I.A. Background

The U.S. Environmental Protection Agency (EPA)’s mission is to protect human health and the environment. To that end, EPA is charged with regulating pesticides in the United States and balancing the benefits of controlling pest pressures with the potential human and environmental health risks associated with pesticide use. Integrated Pest Management (IPM) is an environmentally friendly, cost effective, common sense approach to controlling pests. Traditional pest control involves the routine application of pesticides. In contrast, IPM approaches sustainably manage pests by combining 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 agricultural, structural, and public health settings.

EPA Region 4 is seeking to fund projects that explore innovative practices, technologies, educational outreach, and non-regulatory solutions that promote the adoption of IPM strategies and represent a holistic approach to pest management. Through this initiative, EPA is providing growers, public health practitioners, community groups, homeowners, pesticide applicators, landscape managers, local governments, and others with additional tools they need to reduce the risks of pests and pesticide exposure.

EPA Region 4 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. For more information on IPM, please visit the EPA’s website at [Introduction to Integrated Pest Management | US EPA](#).

At least one of the three following IPM priorities must be addressed as part of this RFA:

1. Strategies for Reducing Populations of Pests of Significant Health Importance

There are a variety of pests that have significant health importance in the U.S. Pests that are vectors for disease – such as mosquitos, ticks, and fleas –, insects like cockroaches, vertebrates like rodents, and microbes all cause and can spread diseases that pose serious risks to public health. Controlling these pest populations is necessary to reduce the spread and incidence of preventable diseases in the U.S. Though pesticide application is a useful tool, pesticides alone are often not enough to manage these pest populations. IPM offers a reduced risk solution to managing populations of pests of significant health importance. For a list of pests of public health importance, visit [List of Pests of Significant Public Health Importance | US EPA](#).

EPA Region 4 may consider funding projects under this priority that engage in approved activities that promote IPM to improve the efficacy, cost-effectiveness, and ecological soundness of interventions that reduce populations of pests of significant health importance in Region 4.

2. Strategies for Reducing Pest Populations in Agriculture

Whether on large scale farms, a greenhouse, or a community garden, pesticides are widely used in food and fiber production to control pests such as insects, rodents, weeds, bacteria, mold, and fungi. Controlling agricultural pests is a key component of ensuring a steady supply of nutritious food and usable fiber for American and international consumers. Traditional pest management in agriculture may include unnecessary and non-optimized pesticide applications, resulting in an economic loss for growers. By reducing pesticide applications, IPM in agriculture offers reduced cost methods of controlling pests within sustainable agricultural frameworks, as defined in U.S. Code Title 7, Section 3103.

EPA Region 4 will consider funding projects under this priority if they engage in approved activities that promote IPM to reduce pest populations and pesticide applications, are economically sound, and minimize risks to human health and the environment in agricultural settings.

3. Strategies for Reducing Pest Populations in Structures

Any structure may contain food, water, or shelter that makes it an attractive location for pests to make their home. Structural pests live side by side with people, bringing diseases, exacerbating allergens, and damaging structures. Due to this intimate relationship, managing structural pests – such as rodents, wood destroying organisms, stinging insects, bed bugs, cockroaches, and other insect pests - is a key aspect of ensuring the welfare of Region 4 residents. IPM in a structural setting empowers inhabitants, facilities managers, and pest management professionals to reduce pest populations while minimizing pesticide application, making structures safer for the people that utilize them.

EPA Region 4 will consider funding projects under this priority if they engage in approved activities that promote IPM to reduce pest populations and pesticide use in structures, eliminate or reduce sources of food, water, and harborage that are available to pests, or limit pest access into buildings.

I.B. Scope of Work

As noted above in Section I.A, this RFA solicits applications that support the priorities of reducing pest populations of public health importance, reducing pest populations in agriculture and/or pest populations in structures. Applications addressing other topic areas will not be reviewed. EPA Region 4'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.

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 IPM practices.
- Encourage partnerships between organizations, communities, industry, local/state/federal government agencies, and/or other stakeholders to demonstrate, promote, and utilize IPM practices.
- Actively engage scientists, communities, non-profits, organizations, industry, and/or local/state/federal partners/Tribal stakeholders in the specifics of meeting the project's objectives.
- Directly impact and benefit communities with environmental justice concerns.
- Quantitatively measure and document the effects of using IPM practices on the environment, human health, and communities.
- Facilitate a sustainable systems approach that utilizes IPM practices.
- Demonstrate region-specific pest management practices.

EPA Region 4 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 Region 4 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. Translation of existing materials cannot be considered as a standalone project, but must be included with other activities or outputs to support IPM priorities identified in the proposal.

Examples of projects that may be funded: 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. Examples of the types of projects and activities applicants may submit under this competition may be found below. These are examples only – this list is not intended to be all inclusive.

Projects that may be considered for funding include those that:

- Develop and deliver guidance, technical assistance, training or other support (e.g., financial) to public health, agricultural, and/or structural pest stakeholders to assist them in implementing IPM practices that foster a holistic approach to reduced risk practices for managing pests.
- Develop 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.
- Establish a communication network with stakeholders in the public health, agricultural, and/or structural communities to provide training on IPM practices.
- Create a public-private partnership to develop resources and provide services to reduce unnecessary pest and pesticide exposure through IPM adoption in public health, agricultural, and/or structural settings.

This funding cannot be used to fund human subject research.

I.C. EPA Strategic Plan Linkage

The activities to be funded under this solicitation support EPA's FY 2018-22 Strategic Plan. Awards made under this solicitation will support the following goals and objectives of the [EPA Strategic Plan](#):

- Goal 1: A Cleaner, Healthier Environment, Objective 1.4 Ensure Safety of Chemical in the Marketplace;
- Goal 2: More Effective Partnerships, Objective 2.2 Increase Transparency and Public Participation

All projects must support one or more of the goals and objectives identified above.

I.D. Measuring Environmental Results: Anticipated Outputs and Outcomes and Performance Measures

Pursuant to [EPA Order 5700.7](#) "*Environmental Results under EPA Assistance Agreements*," EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. **Applicants must discuss environmental outputs and outcomes in the Narrative as described in Section IV.B.**

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

Outputs include but are not limited to:

- Number of individuals, state, and local governments, and/or businesses served by education, outreach, training, technical assistance, and/or tools related to integrated pest management;

- Pounds or total volume of anticipated pesticide reduction;
- Number of papers published regarding integrated pest management practices;
- Number of new integrated pest management methods verified;
- Actions or recommendations implemented or adopted by growers, pesticide applicators, local governments, or businesses/facilities;
- Types of skills and abilities achieved by training participants.

Progress reports and a final report will be a required output, as specified in Section VI.D. of this solicitation.

2. **Outcomes:** The term “outcome” means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be qualitative or quantitative, and can be environmental, behavioral, health-related, or programmatic in nature. Applications must include a description of anticipated project outcomes resulting from the project outputs, even if the outcome to be achieved is beyond the assistance agreement funding period. Include the quantitative target associated with the outcome, as appropriate.

Anticipated outcomes include, but are not limited to:

- reduction in pesticide applications,
- lower incidence of pesticide exposures,
- protection of pollinator populations,
- protection of endangered species populations,
- conservation of natural resources, energy, improved air and/or water quality,
- preserved land quality,
- dollars saved through IPM programming,
- jobs created or retained.

3. **Performance Measures:** The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful processes and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will directly relate to the project outputs and outcomes. 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) and how will the approach use resources effectively and efficiently?

I.E. EPA Statutory Authorities

The statutory authority for this action is the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20, as amended by PL 106-74, Title III, 113 Stat.1081 (Oct. 20, 1999) (FIFRA, 7

U.S.C. 136r), which authorizes research, development, demonstration, monitoring, training, studies, and public education programs to support adoption of Integrated Pest Management. This is done under the Assistance Listing Number 66.716.

Applications selected for funding under this solicitation must be consistent with the authorized activities above. **You must specify how your project fits within the above statutory authority in your Narrative as described in Section IV.B.**

Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project.

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 RFA. 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.*

I.F. Sub-awardees and Contractors

If you name sub-awardees or subgrantees and/or contractor(s), including individual consultants, in your application as partners to assist you with the proposed project, pay careful attention to the information in Section III regarding "Coalitions" and to the "Contracts and Subawards" provisions at: [EPA Solicitation Clauses](#) (incorporated by reference in Section IV).

I.G. 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](#).

II. AWARD INFORMATION

II.A. Number of Expected Awards and Federal Funding Amounts

EPA Region 4 anticipates awarding approximately \$150,000 under this solicitation. EPA anticipates awarding approximately two to three cooperative agreements ranging from \$50,000-\$75,000, subject to the availability of funds, the quality of applications received, distribution between priorities and other applicable considerations. The anticipated award amounts are approximations that are subject to change based upon a number of considerations including, but not limited to, funding availability, Agency priorities, and other applicable considerations.

Awards will be issued by EPA Region 4 and managed by the LCRD.

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

II.B. Partial Funding

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of 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.

II.C. Cooperative Agreement

EPA intends to award cooperative agreements under this solicitation. Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicant(s) in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating

to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects may include:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- review of proposed procurement, in accordance with 2 CFR 200.317 and 2 CFR 200.318;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and,
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

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

II.D. Project Period

The estimated start date for projects resulting from this solicitation is July 1, 2022. All project activities must be completed within the negotiated project performance period of no longer than two years.

III. ELIGIBILITY INFORMATION

III.A. Eligible Applicants

Consistent with the Applicant Eligibility Section of CFDA No. 66.716 and the Agency's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA has limited eligibility for assistance under this program to any State of the United States, Native American Organizations, federally-recognized Indian tribal governments, non-profit organizations, any agency or instrumentality thereof exclusive of local governments (includes public institutions of higher education and hospitals) located in EPA Region 4. MSIs described in Section I.G are eligible applicants. All projects must take place within Region 4.

III.B. Cost Share/Matching Requirement

This competition does not require cost sharing or matching funds.

III.C. Threshold Eligibility Criteria

Applications must meet the following threshold eligibility criteria at the time of submission.

Applications that fail to meet any one of the threshold criteria will not be considered further.

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. Applications that successfully meet the threshold criteria will then be evaluated using the criteria described in Section V.A. The threshold eligibility criteria are:

1. Applications must address at least one of the IPM priorities described in Section I.A.
2. Applications must be for eligible activities under the statutory authority described in Section I.E.
3. Applicants must be an eligible entity - Provide information that demonstrates how you are an eligible entity described in Section III.A.
4. Eligible projects must take place within EPA Region 4, which includes Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee.
5. 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
6. Applications must substantially comply with the application submission instructions and requirements described in Section IV of this solicitation or else they will be rejected. Pages in excess of the page limitation (ten pages) for the Narrative will not be reviewed.
7. Applications must be submitted through [Grants.gov](https://www.grants.gov) as specified in Section IV.A of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV.A) on or before the application submission deadline. Applicants are responsible for following the submission instructions in Section IV.A of this announcement to ensure that their application is submitted properly.

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](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues. An applicant's failure to submit their application through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a late submission.

IV. APPLICATION AND SUBMISSION INFORMATION

IV.A. Requirements to Submit Through Grants.gov and Limited Exception Procedures

Applicants must apply electronically through [Grants.gov](https://www.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 *Technical Issues with Submission* below.

Submission Instructions

The electronic submission of your application must be made by an official representative of your

institution who is registered with [Grants.gov](https://www.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](https://www.grants.gov), go to [Grants.gov](https://www.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](https://www.grants.gov), encourage your office to designate an Authorized Organization Representative (AOR) and ask that representative 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](https://www.grants.gov) and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on [Grants.gov](https://www.grants.gov), [SAM.gov](https://www.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](https://www.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](https://www.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](https://www.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](https://www.grants.gov). Go to [Grants.gov](https://www.grants.gov) and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-R4-LCRD-2022-IPM, or the Assistance Listing (CFDA) number that applies to the announcement (CFDA 66.716 EPA), in the appropriate field and click the Search button.

Please Note: **All applications must now be submitted through [Grants.gov](https://www.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](https://www.grants.gov) no later than December 17, 2021, 11:59 PM ET. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Please submit *all* of the application materials described below using the [Grants.gov](https://www.grants.gov) application package accessed using the instructions above.

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. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 Pre-award Compliance Review Report
5. Narrative - Project Narrative Attachment Form. This must include the Cover Page and Narrative Response, which cannot exceed ten pages in total, as described in Section IV.B.

Optional Documents:

6. Other Attachments- Letters of partnership, as described in Section IV.B; Budget Table, as described in Section IV.B.

Applications submitted through [Grants.gov](https://www.grants.gov) will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from [Grants.gov](https://www.grants.gov)) within 30 days of the application deadline, please contact Savannah Merritt at 404-562-8487. Failure to do so may result in your application not being reviewed.

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](https://www.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](https://www.grants.gov). It is essential to allow sufficient time to ensure that your application is submitted to [Grants.gov](https://www.grants.gov) BEFORE the due date identified in Section IV of the solicitation.** The [Grants.gov](https://www.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](https://www.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 do not resolve the problem so that the application is submitted to [Grants.gov](https://www.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 Savannah

Merritt at merritt.savannah@epa.gov with the FON in the subject line. If you are unable to email, contact Savannah Merritt at 404-562-8487. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) 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](https://www.sam.gov) or [Grants.gov](https://www.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](https://www.grants.gov), it is essential to call [Grants.gov](https://www.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](https://www.grants.gov) representative by calling 606-545-5035. Be sure to obtain a case number from [Grants.gov](https://www.grants.gov). If the problems stem from unforeseen exigent circumstances unrelated to [Grants.gov](https://www.grants.gov), such as extreme weather interfering with internet access, contact Savannah Merritt at 404-562-8487.

4. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [Grants.gov](https://www.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](https://www.grants.gov), send an email message to Savannah Merritt at merritt.savannah@epa.gov prior to the application deadline. The email message must document the problem and include the [Grants.gov](https://www.grants.gov) case number as well as the entire application in PDF format as an attachment.

5. Rejection by [Grants.gov](https://www.grants.gov) of the application package: If a notification is received from [Grants.gov](https://www.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 Savannah Merritt at merritt.savannah@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](https://www.grants.gov) and attach the entire application in PDF format.

Please note that successful submission through [Grants.gov](https://www.grants.gov) or via email does not necessarily mean your application is eligible for award.

IV.B. Content of Application Package

The following documents (Cover Page and Narrative Work Plan) are required for all application packages. All documents must be in English and submitted in [Grants.gov](https://www.grants.gov) described in Section IV.A. The Narrative must explicitly describe the applicant's project and specifically address each of the elements below and the evaluation criteria described in Section V.A. The Narrative Work Plan should use standard Times New Roman, Arial, or Calibri fonts with a 12-point font size. **The Narrative must not exceed 10 single-spaced standard letter-sized (8.5 x 11-inch) pages. Any pages submitted in excess of the page limit will not be reviewed. While these guidelines establish the minimum type size requirements, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the application.**

Cover Page - Should not exceed one page and include:

- Project Title.
- Applicant Name. Identify the name of the organization submitting the application.

- DUNS Number. List the organization's DUNS number.
- Project Summary. Briefly describe the project in one to four sentences and identify the jurisdiction of your project or community you plan to serve and where the project will be performed.
- Project Leader. Include contact name, title, address, email address, phone number. Applicant can also list an administrative contact.
- Total Project Cost. Specify total cost of the project. Identify funding from other sources and in-kind contributions.
- Funding Requested. Specify the amount of federal funding requested from EPA.
- Demonstration of how the Applicant is an eligible entity per Section III.C.

Narrative Work Plan

The Narrative Work Plan must include clear, concise, and factual responses to all elements below. The Narrative must provide sufficient detail to allow for an evaluation of the merits of the application. If a criterion does not apply, include a response which explains why it does not apply. Any criterion left unanswered may result in zero points given for that criterion. Responses to the criteria should include the criteria number and title but need not restate the entire text of the criteria.

1. Project Summary and Priority Support

a. Project Description

Provide a clear and detailed description of the project, including a description of how the project will support and improve environmental, economic, or community health, resilience and/or sustainability by reducing pest populations and/or pesticide exposures.

b. IPM Priorities

Describe how your project will directly address at least one of the priorities described in Section I.A.

b. Objectives

Describe the project objectives and your strategy for achieving those objectives.

d. Scope of Work and Strategic Plan Linkage

Provide a clear and detailed explanation of how the project addresses the requirements in Section I.C. (Strategic Plan Linkage).

2. Project Partners, Outreach and Transferability

a. Partnerships

Describe your plan to use and leverage the resources and expertise of partners and stakeholders in the project, including a description of their role and how each partner will contribute to the success of the project.

If you do not intend to use partners, explain how it is beneficial or necessary to implement your project without partners, and how you will ensure the project's ongoing success without the benefit of partners.

Include letter(s) of support from any partners and/or stakeholders that include a description of their role in the project. If applicants do not intend to use partners, this must be **EXPLICITLY** stated. Applicants who do not explicitly state their desire to work independently will be evaluated according to the criteria of a project implemented with partnerships.

b. Outreach

Explain how the results and/or outputs generated by the project will be communicated to target beneficiaries.

c. Transferability

Describe how the project might be replicated and transferred to other communities.

3. Community Impact and Project Sustainability

a. Project Alignment with Community Priorities

Provide a clear and detailed description of the extent to which the project supports and/or aligns with expressed state and/or local mandate, policy, and/or community priorities.

b. Project Innovation

Describe how the IPM project encompasses innovative (e.g., not usual, routine, or established) practices within the stakeholder group that have the capacity to institute real change.

c. Disproportionately Impacted Communities:

Describe how this grant will address or facilitate the reduction of pests or pesticide exposures in communities that have environmental justice challenges and/or disproportionately share the negative environmental consequences resulting from industrial, governmental and/or commercial operations or policies.

4. Project Tasks, Budget and Measuring Progress

a. Budget Description

Describe the project tasks and subtasks, and personnel responsible for each project task and subtask.

b. Cost Estimates

Provide and describe how cost estimates for each task were developed and, where appropriate, provide costs per unit. Identify in the Narrative, but not the budget table, any costs that the applicant or other partners will fund for each task.

c. Budget Table

Provide a detailed budget for your project and provide the itemized, eligible costs for personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Refer to Appendix A for a description of the budget categories

and refer to Appendix B for a sample Budget Table. **Only include costs to be covered by EPA grant funds in the Budget Table. In order to save space, applicants may attach the budget table as an attachment.**

d. Outputs and Outcomes

Identify for each task what outputs and outcomes will be produced for your project as described in Section 1.D. Include quantitative targets. Describe your plan and approach for measuring progress towards achieving those expected project outcomes and outputs.

e. Anticipated Project Schedule

Provide a timeline for the tasks and subtasks described above and an estimate of how long it will take to complete each of these. Provide a schedule indicating completion dates of milestones that demonstrate that you can complete the project and project goals within the two-year project period of performance.

f. Timely Expenditure of Grant Funds

Describe your approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

5. Programmatic Capability and Past Performance

List up to 5 funding assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) similar in size, scope, and relevance to this proposed project that your organization performed within the last three years. EPA agreements are preferred. Describe:

a. Past Performance – Project Management

Provide a clear and detailed description of your past performance and outcomes in successfully completing and managing those assistance agreements.

b. Past Performance – Reporting

Provide a clear and detailed description of 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, (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.

c. Organizational Capability

Provide a clear and detailed description of the organizational experience and capacity to plan for timely and successfully achieving the objectives of the proposed project. Include staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

If your organization does not have any relevant or available past performance related to federal or non-federal grants, you should state this explicitly in your application (e.g. Our organization has no relevant past grants experience.) Including this statement will ensure you receive a neutral score for the factors 5.a and 5.b (a neutral score being half of the total points available in a subset of possible points). Failure to include this statement may result in your receiving a score of 0 for these factors.

IV.C. 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 application 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 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.

V. APPLICATION REVIEW INFORMATION

V.A. Evaluation Criteria

Eligible entities whose applications meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants must directly and explicitly address these criteria as described in Section IV.B. **Each application will be rated under the point system provided in the table below, with a total of 105 points possible.**

Criterion	Maximum Points per Criterion
<p>1. Project Summary and Priority Support. Under this criterion, applicants will be evaluated based on the quality and extent to which the narrative clearly and thoroughly describes:</p> <ul style="list-style-type: none">a. the project, including the extent to which the project will support and improve community health, resilience, and/or sustainability by reducing pest population and/or pesticide exposures. (5 points)b. how the project addresses at least one of the IPM priorities described in Section I.A. (5 points)c. the project objectives and your strategy for achieving those objectives. (5 points)d. how the project addresses the requirements in Section I.C (Strategic Plan Linkage). (3 points)	18
<p>2. Project Partners, Outreach, and Transferability: Under this criterion, applicants will be evaluated based on the quality and extent to which the narrative clearly and thoroughly describes:</p> <ul style="list-style-type: none">a. a plan to use and leverage the resources and expertise of partners and stakeholders in the project, including how each partner will play a role and contribute to the success of the project. (6 points)	17

<ul style="list-style-type: none"> b. how the results and/or outputs generated by the project will be communicated to target beneficiaries. (5 points) c. how the project might be replicated and transferable to other communities (3 points) d. The extent to which any letters of support from partners and/or stakeholders explain their role and contribution to the project. (3 points) Applicants will receive zero points if letters are not included. <p>If applicants do not intend to use partners, this must be EXPLICITLY stated. Applicants who do not explicitly state their desire to work independently will be evaluated according to the criteria found above.</p> <p>If applicants do not intend to utilize a partnership, Criteria 2.a and 2.d will be evaluated according to the following criteria:</p> <p>2.a - how it is beneficial or necessary to implement your project without partners (6 points).</p> <p>2.d - explain how the applicant will ensure the project's ongoing success without the benefit of partners (3 points).</p>	
<p>3. Community Impact and Project Sustainability. Under this criterion, applicants will be evaluated based on the quality and extent to which the narrative realistically describes:</p> <ul style="list-style-type: none"> a. how the project supports and/or aligns with a state and/or local mandate, policy, and/or community priorities. (5 points) b. how the IPM project encompasses innovative (e.g., not usual, routine, or established) practices within the stakeholder group that have the capacity to institute real change. (5 points) c. how this grant will address or facilitate improved environmental, economic, or community health, resilience and/or sustainability by reducing pest populations and/or pesticide exposures in communities that have environmental justice challenges and/or disproportionately share the negative environmental consequences resulting from industrial, governmental and/or commercial operations or policies. (10 points) 	20
<p>4. Project Tasks, Budget, and Measuring Progress. Under this criterion, applicants will be evaluated based on the quality and extent to which the narrative clearly and thoroughly:</p> <ul style="list-style-type: none"> a. describes the project tasks and subtasks, including the personnel responsible for each task and subtask and the cost estimate for each task. (7 points) b. describes how the cost estimates for each task were developed and, where appropriate, the costs per unit and any costs that will be funded by the applicant or other partners for each task. (3 points) 	35

<ul style="list-style-type: none"> c. provides an itemized budget containing eligible costs for personnel, fringe benefits, contractual, travel, equipment, supplies, other direct costs, indirect costs, and total costs that are reasonable and realistic to complete the project. The extent to which the costs correlate with the project tasks. In order to save space, applicants may attach the budget table as an attachment. (10 points). d. identifies outputs and outcomes for each project task. Quantitative targets are necessary to receive full points. The extent to which the plan and approach for measuring progress towards achieving those expected project outcomes and outputs is described. (7 points) e. provides a reasonable and realistic schedule with completion dates of milestones and significant tasks that demonstrate that the project goals and objectives will be completed within the two-year project period of performance. (5 points) f. describes the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (3 points) 	
<p>5. Programmatic Capability and Past Performance. Under this criterion, applicants will be evaluated based on the quality and extent to which they demonstrate their ability to successfully complete and manage the project, including the degree to which the narrative clearly and thoroughly describes:</p> <ul style="list-style-type: none"> a. successful past performance and outcomes in completing and managing projects of similar size, scope, and relevance to the project. (5 points) b. a history of meeting the reporting requirements under previous assistance agreements, including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes, whether acceptable final reports were submitted and if such progress was not being made, whether you adequately reported why not. (5 points) c. the organizational experience and capacity to plan for timely and successfully achieving the objectives of the project. The extent to which the staff expertise, qualifications, and knowledge, and other resources demonstrate the project goals will be achieved. Alternatively, the extent to which it is described how these staff or resources will be obtained. (5 points) <p>If the applicant does not have any relevant or available past performance related to federal or non-federal grants, this should be stated explicitly in the application (e.g. Our organization has no relevant past grants experience.) Applicants who include this statement should receive a neutral score for factors 5.a and 5.b (a neutral score is half of the total points available in a subset of possible points). If the applicant fails to include this statement, they should receive a score of 0 for these factors.</p> <p>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</p>	15

grantors (e.g., to verify and/or supplement the information supplied by the applicant).	
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V.B. Review and Selection Process

All applications received by the closing date and time for submission will first be screened using the threshold eligibility criteria listed in Section III.C. **Applications that do not pass the threshold eligibility review will not be evaluated further or considered for funding.**

A panel of EPA staff will review eligible applications using the evaluation criteria listed in Section V and assign numerical scores to each application with a total of 105 points possible. The review panel will develop a list of the highest scored applications to submit to the EPA Region 4 Selection Official for final funding decisions. The Selection Official will make the final funding decisions based on the scoring by the review panel and the availability of funds, and also possibly the geographic distribution of projects and addressing a variety of program priorities.

V.C. Additional Provisions for Applicants Incorporated into the Solicitation

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 at [EPA's 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.

VI. AWARD INFORMATION

VI.A. Award Notification

EPA anticipates notifying all applicants, via electronic mail (email) to the applicant's Project Lead listed on the Cover Page described in Section IV.B., whether they were or were not selected for funding no later than January 27, 2022. The notification to the successful applicants will inform the applicant about the selection, request any other necessary documentation and identify the EPA Project Officer, but it will not provide any authorization to begin work. Applicants selected for award will work with the EPA Project Officer to finalize the application package to EPA as described in Section VI.B.

VI.B. Administrative Requirements

Applicants selected for award will work with the EPA Project Officer to finalize the application package to EPA. This package may include any required certification forms. The successful applicant may need to amend or submit additional documents and forms which must be approved by EPA before the grant can officially be awarded. EPA will review and the selected applicant may need to revise documents.

VI.C. Awards

The official notification of an award will be in the form of a cooperative agreement as described in Section II.C. and will be made by the EPA Region 4 grants office. Only an EPA grants officer is authorized to bind the Federal Government to the expenditure of funds. Application selection does not guarantee an award will be made. For example, statutory authorization questions, funding issues or other discoveries found during the award process may affect the ability of EPA to make an award to an applicant.

The award notice, signed by the EPA Award Official, will be provided via an email to the applicant. The time between notification of selection and award of a grant can take up to 90 days or longer. Awards will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what grantees must do to ensure that grant-related and program-related requirements are met. Terms and conditions may be viewed at: [Grant Terms and Conditions](#). A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: [Introduction to Regulations, Policies and Guidance for EPA Grants](#).

VI.D. Reporting Requirement

Progress reports and a Final Technical Report will be required of the grant recipients. The progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period, as defined by the EPA Project Officer. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project. The reports shall include a report out on the progress towards meeting the outputs, outcomes and measures as described in Section I.D. (Measuring Environmental Results: Anticipated Outputs and Outcomes and Performance Measures). The grant recipient must submit the Final Technical Report within 90 calendar days of the close of the grant project period.

VI.E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the Grant Competition Dispute Resolution Procedures published in 85 Federal Register (FR) 61572, 61575 (September 30, 2020) which can be found at. Copies of these procedures may also be requested by contacting the person listed in Section VII below. 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. **VI.E. Additional Provisions for Applicants Incorporated into the Solicitation**, also mentioned and described above in Section V.C.

VII. AGENCY CONTACT

Savannah Merritt, U.S. EPA, Region 4, Land, Chemicals & Redevelopment Division, 61 Forsyth St SW, Atlanta, GA 30303; Phone: 404-562-8487 or e-mail: merritt.savannah@epa.gov

Appendix A: Budget Categories Description Detail

The following budget category descriptions are provided to assist you in completing your budget.

Budget categories descriptions:

1. **Personnel: List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services), this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, or non-employee program participants (e.g. interns or volunteers) which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
2. **Fringe Benefits: Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.
3. **Travel: Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including individual consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, and non-employee program participants (e.g. trainees) which are included in the “Other” category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken.
4. **Equipment: Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also

2 CFR 200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies. It does not include rental or lease of equipment (this cost should be noted under the other category). The budget narrative should include: 1) type of equipment, 2) cost of equipment; and 3) brief narrative on the intended use. Equipment includes accessories necessary to make equipment operational. If your project requires the purchase of equipment, you are encouraged to contact Savannah Merritt at merritt.savannah@epa.gov or 404-562-8487 to ensure that the equipment purchase is an eligible cost.

Note: If your organization has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000 then that threshold takes precedence.

5. **Supplies: “Supplies” means all tangible personal property other than “equipment.”** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
6. **Contractual: Identify each type of proposed contract and specify its purpose and estimated cost.** Contractual services (including consulting services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. The [EPA Subaward Frequent Questions](#) has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the “Other” category.

EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of \$3,500 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g. consulting) that are widely available in the commercial market. Refer to [EPA's Best Practice Guide for Procuring Services, Supplies and Equipment](#) for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises under assistance agreements.

7. **Other: List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance; rental/lease of equipment or supplies; equipment service or maintenance contracts; printing or photocopying; participant support costs such as non-employee training stipends and travel, subsidies or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the “Other” category and include the estimated amount of participant support costs in a separate line item.

Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient event if the agreement is referred to as a contract. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the “Other” category and a description of the types of activities to be supported. Refer to the [EPA Subaward Frequent Questions](#) for additional guidance.

8. Indirect Charges: 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. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:

- Personnel: $(\text{Indirect Rate} \times \text{Personnel}) = \text{Indirect Costs}$
- Personnel and Fringe: $(\text{Indirect Rate} \times \text{Personnel \& Fringe}) = \text{Indirect Costs}$
- Modified Total Direct Costs: $(\text{Indirect Rate} \times \text{Modified Total direct costs}) = \text{Indirect Costs}$
- Direct Costs minus distorting or other factors such as contracts and equipment: $(\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors})) = \text{Indirect Costs}$
- Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.

Appendix B: Budget Table

The following budget table is provided to assist you in completing your budget as an example to follow, though this format is not required. Other formats are also acceptable if total costs per category are included. See Appendix A for category descriptions and ensure that the category totals match those in your Standard Form 424A.

a. PERSONNEL

POSITION	NUMBER	SALARY	% TIME or # WORK HOURS	AMOUNT
a. PERSONNEL TOTAL				

b. FRINGE BENEFITS

BASE	
RATE	X %
b. FRINGE BENEFITS TOTAL	

c. TRAVEL

c. TRAVEL TOTAL:

d. EQUIPMENT

ITEM	NUMBER	COST PER UNIT	TOTAL
d. EQUIPMENT TOTAL:			

e. SUPPLIES

e. SUPPLIES TOTAL	

f. CONTRACTUAL

f. CONTRACTUAL TOTAL	

g. CONSTRUCTION (N/A)

h. OTHER

h. OTHER TOTAL	

i. TOTAL DIRECT COSTS: (Sum of categories a. through h.)	
j. INDIRECT COSTS: (RATE:)	
k. TOTAL PROPOSED COSTS: (Sum of categories i. and j.)	
FEDERAL FUNDS REQUESTED:	