US Environmental Protection Agency
Office of Pesticide Programs

Funding Opportunity Announcement:

National Pesticide Information Center (NPIC)

EPA-HQ-OPP-2018-001

May 24, 2018

Overview Information

The following list provides key information concerning this funding opportunity:

Federal Agency and Office Name: Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSPP), Office of Pesticide Programs (OPP), Field and External Affairs Division (FEAD).

Funding Opportunity Title: National Pesticide Information Center

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

Funding Opportunity Number: EPA-HQ-OPP-2018-001.

Catalog of Federal Domestic Assistance (CFDA) Number: 66.716

Dates: Applications must be submitted electronically through **Grants.gov** on or before 11:59 pm Eastern Time (ET) on July 30, 2018. Applications received after the closing date and time will not be considered for funding. The project period for the award resulting from this solicitation is estimated to begin in February 2019. The proposed project period is up to five (5) years.

SUMMARY: The U.S. Environmental Protection Agency (EPA) is soliciting applications from eligible organizations to support a National Pesticide Information Center (NPIC), a program that provides the public with objective, science-based information on pesticide-related subjects through a web site, toll-free telephone service, and outreach. Trained experts respond to questions on the risks associated with pesticide use, restrictions on pesticide use, who to contact for regulatory enforcement, how to report information on a potential incident, and more. Secondarily, NPIC staff will collect information on suspected incidents that callers give voluntarily.

EPA expects to provide an estimated $1,000,000 annually, depending on the Agency's budget, for a total of up to $5,000,000 for five years (2019 through 2024).

FUNDING/AWARDS

The total estimated funding for this competitive opportunity is approximately $5,000,000 over a five-year period. EPA anticipates awarding one cooperative agreement from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Pesticides released into the environment as a result of their manufacture, processing, use, or disposal can threaten human health and the environment.

EPA's 2018-2022 Strategic Plan Goal 1 – Core Mission, Objective 1.4 is: *Ensure Safety of Chemicals in the Marketplace*: Effectively implement the Toxic Substances Control Act, and the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), to ensure new and existing chemicals and pesticides are reviewed for their potential risks to human health and the environment and actions are taken when necessary.

The Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), is the primary federal law governing oversight of pesticide manufacture, distribution, and use in the United States. FIFRA (7 U.S.C. 136r) authorizes EPA to monitor incidental exposure to humans, animals and the environment, and to identify pesticide pollution, trends and sources of contamination and their relationship to human and environmental effects. EPA gathers and assesses information about the risks associated with chemicals and pesticides and implements risk management strategies when needed.

The EPA Office of Pesticide Programs (OPP) works to address the safe use of pesticides and assess the risks to human health and the environment. OPP complements the risk assessment and management processes inherent in pesticide registrations with field programs, including the National Pesticide Information Center at Oregon State University (NPIC@OSU). The program provides objective, science-based information on pesticide-related subjects while collecting information on potential pesticide incidents to more fully support national pesticide surveillance systems.

The new NPIC agreement will primarily support FIFRA through public education and monitoring of pesticide incident data. Regulations governing this agreement are found at 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and 2 CFR Part 1500 - Environmental Protection Agency's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The idea of a toll-free telephone service was initiated in 1978 for exclusive use by health professionals in the recognition and management of pesticide poisonings. The telephone service was later expanded to include the general public and to provide information on a

variety of other pesticide topics. In 2017, NPIC responded to 10,626 inquiries, including 3,817 (36%) health concern questions, 1,523 (14%) pests related questions, 1,485 (14%) questions about pesticide's application and safety, and 957 (9%) about regulations. Additionally, inquiries have been received from all states and internationally, through multilingual personnel, telephone language line services or similar mechanisms. Inquiries are received from the general public as well as federal and state agencies, public health departments, health care providers, academia, veterinarians, pesticide retailer employees, and others. In 2017, the NPIC website received 6.4million page views representing over 20% increase over the same period last year, while e-mails to NPIC increased by 6% over the previous year. NPIC is an invaluable resource of unbiased, accurate scientific information for the public as well as for many organizations with complex medical questions regarding pesticides. NPIC is also recognized by many state agencies and health care providers as a national, reliable source for consultation and information on pesticide exposure. NPIC provides free reports of pesticide data to state and federal agencies, including State Lead Agencies, State Health Departments, and EPA offices. NPIC data can be used to identify pesticide use trends, exposures to people or animals, spills, and more, over a limited or extended timeframe.

In order to validate NPIC data as impartial, accurate, science-based, and current, the awardee of this cooperative agreement needs to remain up to date on information from various sources. Specifically, they will need pesticide-related information from peer-reviewed literature, university extension, federal, state and local government resources and international scientific and governmental sources, on current and previously registered active ingredients and consumer pesticide products. To accomplish this, NPIC staff will continually update pesticide active ingredient information at hand, conduct literature searches, and utilize all relevant databases and informational resources.

NPIC staff will need to monitor professional listservs, federal register notices and updates received from relevant journals. NPIC will also need to provide links to relevant EPA/OPP websites as well as other parts of EPA, federal and state government and non-governmental links, such as public health resources. The program aims to serve unique and unmet needs of the public, rather than duplicating services provided elsewhere.

It is EPA's intent to ensure the safety of chemicals in the marketplace by continuing the NPIC program to advance the provision of objective, science-based information on a wide variety of pesticide-related subjects while collecting data on potential pesticide incidents to more fully support national pesticide surveillance systems.

B. Scope of Work

1. Purpose and Scope

The purpose of the program is to help protect human health and the environment by assisting the public with informed decision-making regarding pesticides.

The 5-year cooperative agreement awarded under this program will provide the public unbiased, accurate, science-based information on a broad range of pesticide-related issues,

in a manner accessible to people who speak different languages and are at various literacy levels. NPIC staff respond swiftly to questions and connect inquirers with local, state and federal resources on pesticides and pesticide-related issues. NPIC keeps records on inquiries and potential incidents, and provides stakeholders with reports that support national pesticide activities, including surveillance efforts and enforcement priority setting. NPIC data can be used to identify pesticide use trends, exposures to people or animals, spills, and more, over a limited or extended timeframe. The program provides free reports of our pesticide data to state and federal agencies, including State Lead Agencies and State Health Departments, among others. The NPIC program is not intended to be used for targeted enforcement but may inform priority setting within enforcement programs.

2. Objectives

The program:

a) Serves as a source of factual, unbiased information for diverse audiences including, but not limited to, the agricultural and pest control community, healthcare providers, educators, consumers, and the general public.
b) Provides information on a wide variety of pesticide-related subjects including, but not limited to, pesticide products, toxicology, environmental chemistry, safety practices, pesticide regulation, enforcement, risk assessment, risk management, environmental effects, clean-up and disposal, understanding the label, recognition and management of pesticide poisonings, and integrated pesticide management (IPM). This program also addresses current and emerging pesticide-related issues and provides federal, state and local resources on the topics above.
c) Provides accurate, unbiased, scientific information in a manner understandable to a lay audience to promote informed decision-making on the part of the caller.
d) Collects and disseminates quality pesticide incident data via a rigorous and well-defined data collection system.
e) Provides exceptional customer service by integrating professionalism, teamwork, integrity, accountability, and a strong commitment to the public, as well as to the professional and medical communities.

3. Activities to be Funded

Activities to be funded under this cooperative agreement support the purpose and objectives listed above and include, but are not limited to, the following:

a) Providing factual, unbiased pesticide-related information, as described above in Section I.B.2, through a variety of delivery methods including a toll-free telephone system, a detailed, interactive website, and other methods as needed.
    - Toll-free phone service should be available to callers in the United States and its Territories. The project should operate at least five days a week, 4 hours a day, with voicemail available on weekends.
    - The service should provide assistance in real time during business hours

and within 24 hours following receipt of voicemail or email. Users may include representatives of the public, state and local government agencies, private interest groups, medical community, chemical manufacturers, educators, consumers and other members of the public.

- Provide/update web-based mechanism(s) for the public to report potential pesticide- related incidents such as the Ecological Pesticide Incident Reporting portal to report pesticide-related illness in wildlife or an environmental problem associated with a pesticide.
- Provide/update web-based mechanism(s) for medical and veterinary professionals to report potential pesticide- related incidents such as the Veterinary Incident Reporting portal.

b) Providing response in English and Spanish by staff, and translation for languages not spoken fluently or with high proficiency by call center staff. Minimally, at least one staff member should be fluent in Spanish.

c) Develop effective communication and outreach programs targeting multi-lingual communities.

d) Conduct outreach in the agricultural worker community to educate workers about importance of pesticide safety, increase awareness of the NPIC program, and encourage workers to utilize its available resources.

e) Providing instantaneous access for staff to resources with information on current and previously registered active ingredients, consumer pesticide products, clinical and basic toxicology, environmental chemistry, pesticide regulation and related subjects, in order to respond accurately, comprehensively and swiftly to inquiries. Examples of resources might include subscriptions to electronic databases and peer-reviewed journals.

f) Providing the medical and veterinary community with materials and expert consultation on recognition and management of pesticide poisonings, for human and animal exposure scenarios.

g) Developing and/or making available existing innovative and effective written and verbal (audio) materials and programs, in English and Spanish, to be available minimally in electronic format, for members of the public to utilize and share information on pesticide- related issues with emphasis on preventing pesticide exposure and incidents at work and home.

h) Developing/updating and enhancing existing software applications, tools, mobile apps, etc. and other professional resources and decision-making aids such as the Herbicide Properties Tool (HPT) and the NPIC Product Research Online (NPRO).

i) Acquiring and electronically coding accurate information on all inquiries, including both general information requests and potential pesticide incidents (Materials and information generated for the benefit of the public under previous agreements will be provided to the successful awardee.). Fields to collect include, but are not limited to, the following:

- Narrative summary
- Demographic Information (with PII removed prior to transmittal to recipients, according to state and federal privacy and data collection regulation)

- Product names, active ingredients and registration numbers
- Entities impacted
- Type of potential exposure
- Signs/symptoms
- Action performed by call center
- Type of product usage discussed
- Resources and information sought by inquirer
- Severity and certainty (based on existing indices in Attachment A and informed by other existing indices for similar surveillance programs)

j) Analyzing information to reveal possible trends in pesticide incidents, misuse of products, label issues, and unexpected dangers to the health of humans, animals, and the environment.

k) Utilizing thorough quality control and standardized operating procedures, based on vetted best practices, to ensure reliability and accuracy of data collection and inquiry response. For example, in emergencies where a human or animal has potentially been exposed or experienced an adverse reaction requiring immediate medical evaluation, staff consistently refer or directly transfer the caller to a human or animal poison control center in a timely manner.

l) Preparing case reports upon request (at least on a quarterly basis) and alerts as needed for sentinel events and emerging trends.

m) Preparing pesticide data reports for state and federal agencies, including but not limited to State Lead Agencies and State Health Departments, upon request.

n) Employing a rigorous training program for staff to address risk communication skills; cultural competency; literacy level variability in callers; technical information; and maintenance of a high level of professionalism and objectivity in providing information and effectively translating scientific information to a lay audience.

o) Collaborating with federal, state, and local government agencies, as well as private public health, veterinary, environmental and agricultural organizations, and other pesticide surveillance programs to improve awareness of pesticide safety, encourage correct usage of pesticides according to the labels, and promote increased collaboration to improve pesticide incident surveillance systems.

p) Implementing a strong, continuous evaluation process to ensure success in meeting each objective and activity supported under the project, including formative, process, and outcome/impact evaluations. A full QA/QC plan will be negotiated with the successful applicant.

q) Developing a marketing plan to ensure the materials, best practices and methods are available to all parties to utilize so the public fully benefits from efforts funded under this agreement.

r) Establishing measures to ensure the sustainability of the program so information and outcomes will be of use to other organizations and stakeholders, and so the project may continue after EPA funding ends.

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

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

1. Linkage to EPA Strategic Plan.

All applicants must support progress towards meeting EPA's 2018-2022 Strategic Plan Goal 1 – Core Mission, and Objective 1.4: *Ensure Safety of Chemicals in the Marketplace*" which states: "Effectively implement the Federal Insecticide, Fungicide, and Rodenticide Act to ensure new and existing chemicals and pesticides are reviewed for their potential risks to human health and the environment and actions are taken when necessary". To see EPA's Strategic Plan, visit https://www.epa.gov/planandbudget/strategicplan

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements, https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements). Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goals and objectives described above.

EPA's Office of Pesticide Programs works to address the safe use of pesticides and assess the associated risks to human health and the environment. Specifically, EPA's NPIC program provides objective, science-based information on a wide variety of pesticide-related subjects while collecting data on potential pesticide incidents to more fully support national pesticide surveillance systems. In addition, the NPIC program provides data and analysis of informational inquiries and potential incidents, for stakeholders, supporting national pesticide activities, including surveillance efforts and enforcement priority setting.

2. Outputs.

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

The anticipated outputs of this cooperative agreement are to successfully accomplish the activities listed in Section I.B.3 as well as any additional activities proposed by the applicants.

Examples of anticipated outputs from the cooperative agreement to be awarded under this announcement include, but are not limited to:

a) Toll free telephone multilingual hotline open five days a week 4 hours a day, responding promptly to diverse audiences in multiple languages with accurate, unbiased, up-to-date pesticide-related information and resources.
b) Public access, Monday through Friday, to highly knowledgeable, risk communication experts capable of interacting with a diverse audience regarding pesticide-related information.
c) Consultation to the medical and veterinary community on recognition and management of pesticide-related issues.
d) Distribution of innovative, effective outreach materials on pesticide-related information in English and Spanish.
e) An extensive, searchable database of information regarding all general inquiries and potential pesticide incidents.
f) A detailed quality control and operating procedure plan.
g) Regular communications with EPA regarding data collected, public concerns and sentinel events.
h) Collaboration with state and federal agencies, public health organizations, medical and veterinary communities.
i) Continuous evaluation plan addressing process, formative, and outcome evaluation, with clearly defined and charted measurements.

3. Outcomes

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

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

a) An expanded reach, impact and effectiveness of the NPIC program.
b) Continued distribution of factual, unbiased information, as well as national and local resources to diverse audiences- in a manner understandable and accessible to those audiences- on a wide variety of pesticide-related subjects.
c) Increased access to pesticide-related information by a broad audience including low literacy, low technology users.
d) Increased ability of the public to make informed decisions regarding use of pesticides and treatment regarding potential pesticide exposures.

e) An increased public awareness of the importance and need to report pesticide illness and injuries and utilize existing surveillance systems.
f) Increased recognition and treatment by healthcare providers of pesticide-related illness and injury.
g) Increased availability of quality data on potential pesticide incidents and general pesticide information questions.

4. Performance Measures

The applicant should develop and describe performance measures they expect to achieve through the proposed activities. Performance measures help gather insights and track progress on the project and will serve as the basis for lessons to inform future projects. The description of performance measures should include:

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

D. Statutory Authority

The statutory authority for this action is Section 20 of Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), 7 U.S.C. 136r which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies. This cooperative agreement will support FIFRA by providing unbiased, accurate information and response to pesticide related inquiries through multiple avenues including a toll-free bi-lingual telephone information service, an extensive website, outreach and training. In addition, this program provides data and analysis of informational inquiries and potential incidents, for stakeholders, supporting national pesticide activities, including surveillance efforts and enforcement priority setting.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated amount available for award under this announcement is up to $5,000,000, depending on availability of funds. EPA anticipates awarding an estimated $1,000,000 for fiscal year 2019. At the conclusion of the first-year period of performance, incremental funding of an estimated $1,000,000 may be made available for each additional year allowing the project to continue for a total of five (5) years depending on Agency priorities, available funding levels, satisfactory performance of the recipient and other applicable considerations. EPA reserves the right to reject all applications and make no awards.

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

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

C. Partial Funding

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

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

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

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

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

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

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with CFDA 66.716 – Research, Development, Monitoring, Public Education, Training, demonstrations and Studies, and the EPA's Assistance Agreement Competition Policy

(EPA Order 5700.5A1), applications will be accepted from states; U.S. territories or possessions; federally recognized Indian tribal governments and Native American organizations; public and private universities and colleges; hospitals, laboratories, other public or private nonprofit institutions; local governments; and international entities. Individuals and for-profit organizations are not eligible to apply.

Non-profit organization, as defined by 2 CFR Part 200, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that 2 CFR Part 200 specifically excludes the following types of organizations from the definition of "non-profit organization" because they are separately defined in the regulation: (i) institutions of higher education; and (ii) state, local and federally-recognized Indian tribal governments. While not considered to be a "non-profit organization(s)" as defined by 2 CFR Part 200, Institutions of Higher Education and state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.70 are also eligible to apply.

For-profit colleges, universities, trade schools, and hospitals are ineligible. For-profit organizations are not an eligible entity for this funding opportunity. Additionally, 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 not eligible to apply.

B. Cost Sharing or Matching

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

C. Threshold Eligibility Requirements

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

1.
   a. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
   b. Applications must be submitted through Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of

submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their application is timely submitted.

c. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that is was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in www.SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with Ana Rivera-Lupiañez at rivera-lupianez.ana@epa.gov or 703-308-6841 as soon as possible after the submission deadline – failure to do so will result in your application not being reviewed.

2. EPA will consider only one application from each eligible applicant including units of government and institutions of higher education (IHE). If EPA receives more than one application from an eligible applicant (e.g. different agencies of a governmental unit or different departments of the same IHE) EPA will refer the applications back to the applicant for a decision regarding which application the applicant wants EPA to consider.
3. Applicants must be eligible to receive funding under this announcement. *(See Section III.A. Eligible Entities above)*
4. The proposed project period of performance must not exceed five years.
5. The maximum funding level requested for the first year of the project must not exceed $1,000,000. Applications requesting more than the maximum funding will be rejected.
6. Applications must support EPA Strategic Plan Goal 1, Objective 1.4; *Ensure Safety of Chemicals in the Marketplace*". *(See Section I)*
7. Submissions must contain specific outputs and outcomes and state how those will be measured and documented.
8. The proposal must address all of the requirements listed in Section I "Scope of Work".
9. All in-person meetings (including conferences and workshops) must take place in the U.S.
10. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities (e.g. trainee stipends), that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

IV. APPLICATION AND SUBMISSION INFORMATION

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

Applicants, except as noted below, must apply electronically through Grants.gov for this funding opportunity based on the Grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through Grants.gov because of limited or no

internet access which prevents them from being able to upload the required application materials to Grants.gov, the applicant must contact OGDWaivers@epa.gov or the address listed below in writing (e.g., hard copy, email) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their application materials through an alternate method.

Mailing Address:

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

Courier Address:
OGD Waivers
c/o Jessica Durand
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51278
Washington, DC 20004

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

- Funding Opportunity Number (FON) EPA-HQ-OPP-2018-001
- Organization Name and Unique Entity Identifier (e.g., DUNS);
- Organization's Contact Information (email address and phone number); and
- An explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through Grants.gov.

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

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

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

B. Grants.gov Submission Instructions

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

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

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

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

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

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov no later than July 30th, 2018 11:59 (PM ET. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

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

Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:

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

Optional Documents:

1. Disclosure of Lobbying Activities (SF-LLL), if applicable
2. Other Attachments, if applicable

Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact Ana Rivera-Lupiáñez, at (703) 308-6841. Failure to do so may result in your application not being reviewed.

C. Technical Issues with Submission

1. Once the application package has been completed, the "Submit" button should be enabled. If the "Submit" button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not

able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.

2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the "submit" button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.
   A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.
   Note: Grants.gov issues a "case number" upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions does not resolve the problem so that the application is submitted to Grants.gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Ana Rivera-Lupiañez at rivera-lupianez.ana@epa.gov with the FON in the subject line. If you are unable to email, contact Ana Rivera-Lupiañez at (703) 308-6841. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

   1. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Ana Rivera-Lupiañez at (703) 308-6841.

   2. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to Ana Rivera-Lupiañez at rivera-lupianez.ana@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.

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

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

D. Content of Application Package Submission

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

1. Standard Form (SF) 424, *Application for Federal Assistance*
   Complete the form available at http://www.epa.gov/ogd/forms/forms.htm. There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1- 866-705-5711. Alternatively, applicants may also request a DUNS number online by going to http://fedgov.dnb.com/webform and following the instructions for a cooperative agreement.
2. SF-424A, *Budget Information for Non-Construction Programs*
   Complete the form available at http://www.epa.gov/ogd/forms/forms.htm. There are no attachments.
3. SF 424B, *Non-Construction Programs*
4. SF 6600-06, *Certification Regarding Lobbying*
5. EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
6. EPA Form 5700-54, *Key Contacts Form*
7. Narrative Proposal (***as described below***)

Narrative Proposal

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

1. **Cover Page (Page 1- one-page limit).** The cover page must list the following information with the letterhead for your organization:
   - EPA funding opportunity number: [EPA-HQ-OPP-2018-001]
   - Project Title:
   - Project Coordinator:
   - Organization Name and Address:
   - Telephone No.: Fax No.: Email Address:
   - Project Duration (anticipated start date and end no later than date):
   - First Year Funding Request:
   - Total Funding Request (for the entire project):
   - DUNS number:

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

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

4. **Narrative Proposal Workplan (20 pages or less)**.

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

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

Project title

Part I. Project Scope and Approach

a. Project Scope, Goal and Objectives (*See section I*)
   Explain how the overall approach and plan will meet program objectives. Describe a plan that includes the following:
   - Purpose Statement - A one sentence description of what will be accomplished as a result of the project that benefits the public and potential audience(s) served.
   - Stated goal and a numbered list of concisely written objectives linked to the purpose of the program that are specific, realistic and measurable.
     - How the goal and objectives are linked to EPA Strategic Plan Goal 1, Objective 1.4;

b. Project Design/Detailed Workplan
   Describe in detail the approach and plan for establishing a program with national coverage, that continues, expands and enhances the NPIC program, and includes:

- A well-conceived approach and plan to effectively reach a national audience to communicate the potential risks of pesticides that meet program objectives and furthers the intention to continue, expand and enhance the NPIC program. Describe in detail the project activities to be funded.
    - For communication activities and data collection/management, as well as any supporting activities, indicate in detail the resources, tools and methodologies that will be utilized.
        - Ex. Indicate explicitly how the data will be collected, compiled, maintained, coded, sorted, reported, and secured.
        - Ex. Indicate what theories of risk communication, low literacy communication methods, and outreach and education tools will be utilized to reach a diverse national audience
- A list of outputs linked to expected outcomes, and the changes or benefits to human health and the environment that are anticipated.
    - Describe in detail the project activities to be funded (See Section I.C.3
- How lessons learned from previous or existing efforts will be used or considered for this project.
    - How the workplan builds upon or considers lessons learned from previous or existing efforts and how they will be used or considered to benefit this project.
- A clear and practical approach to evaluate performance.
    - Clearly describe the expected project outputs and outcomes and how progress towards achieving them will be tracked and measured, and how the project will be evaluated.
- A well-conceived approach for tracking and reporting progress towards achieving the expected outputs and outcomes to EPA.
    - The reports and content of reports to EPA.
        - Regular reports that document all activities and efforts on project implementation, and track and measure progress achieved toward the outputs, outcomes and milestones met in the overall five-year plan and each annual plan including customer satisfaction measures.

c. Project Milestone Schedule

Provide a milestone schedule that:

- Covers each of the five years of the cooperative agreement, with a breakout of the project activities into phases with associated tasks and a timeframe for completion of tasks and

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

Part II. Outreach, Transferability, and Sustainability

a. Describe the applicant's history of working with a broad range of local, state and national stakeholders.
b. Explain how the project design promotes meaningful involvement of partner organizations. Provide evidence of stakeholder participation and partnership in the project. Describe the potential collaborators, partnerships, coalitions and/or existing networks you offer to increase possibility of project success. State the roles these people or organizations will play in the project.
c. Outline how the project will be disseminated and promoted to ensure project information and outcomes are clearly presented and reach the intended audience and potential audiences.
d. Describe how the project will ensure that information and outcomes will be of use to other organizations and stakeholders so that the project may continue after EPA funding ends.

Part III. Programmatic Capability and Environmental Results Past Performance
Clearly and specifically describe applicant resources available to support the project, including personnel and unbiased, accurate and up to date pesticide information.

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization managed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (1) whether and how you were able to successfully complete and manage those agreements and (2) your history of meeting the reporting requirements under the agreements including whether you submitted adequately and timely reports on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements, and (3) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them. Include the Project Officer's name, email address, and phone number of these past projects.

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

Part IV. Budget Narrative

In addition to the SF-424A form, prepare an overall budget for allocation of $5,000,000 over five years. Prepare a detailed budget and narrative for the first incremental funding for an estimated $1,000,000. Explain the need for funding under each of the appropriate budget categories as listed below. Include both federal and voluntary (non-federal) cost share/match if applicable. For each category, indicate which portions of the costs will be paid with EPA or voluntary cost share/match funds (if applicable). Link each task or activity from the project workplan to the associated resources needed to accomplish the activity.

Include sufficient detail for EPA to determine if the costs are eligible, allocable, reasonable, and allowable. For more information, see http://www.epa.gov/ogd/recipient/tips.htm and for guidelines and a sample budget, see https://www.epa.gov/grants/guide-preparing-budget-detail

If recommended for funding, you will be required to submit a copy of your organization's Indirect Cost Rate Agreement if your proposed budget includes indirect costs.

a. **Personnel** - Include only direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full or part-time employee. Consultants, contractors or employees of other partner organizations are not "personnel".

b. **Travel** - Include the travel location(s), estimated number of trips, estimated total mileage, applicable reimbursement rate, and number of nights lodging required throughout the entire project period for your personnel only. (Travel for consultants, contractors, subawardees, or partner organizations goes in "Other Direct Costs".)

c. **Equipment** - Include only equipment proposed purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include costs for each item.

d. **Supplies** - Include tangible personal property other than equipment. Include a brief description of the supplies required to perform the work and categorized by major supply category. Example: office supplies, computer supplies, etc.

e. **Contractual (including consultant) Services** - List services and associated costs that are to be carried out by an individual or organization other than the applicant in the form of a procurement relationship. Consultants are contractors. Include a brief description of the scope of work or services to be provided.

NOTE:
Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required

by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Refer to Section I V.d. of EPA's Standard Solicitation Clause for more information on this important topic.

f. Other Direct Costs- Include only those types of direct costs that do not fit in any of the other budget categories. Examples include: occasional photocopying at commercial locations (printing and binding services are contractual), rental of meeting space or instructional facilities, and sub-award costs.

g. Subawards - Any award of financial assistance by any legal agreement made by the recipient to an eligible sub-recipient. Funding may be used to provide subawards of financial assistance, which includes using subawards to fund partnerships, provided the recipient complies with applicable requirements for subawards including those contained in 2 CFR Part 200. Applicants must provide a line item amount for subawards in the Budget Narrative for the "Other Direct Costs" category.

h. Coalitions - Groups of two or more eligible applicants may choose to form a coalition and submit a single application for this assistance agreement. However, one entity must be responsible for the cooperative agreement. Coalitions must identify which eligible organization will be the recipient of the assistance agreement, and which eligible organization(s) will be subrecipients. EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

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

5. Appendix A: Timetable

Provide a timetable for each project objective.

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

7. Appendix C: Resumes
Provide brief resumes (not to exceed two pages each) for the project coordinator and key staff.

E. Submission Dates and Times

The closing date and time for submission of applications is July 30th, 2018, at 11:59 pm Eastern Time (ET). Applications submitted after the closing date and time will not be considered for funding.

F. Additional Provisions for Applicants Incorporated into the Solicitation

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

V. APPLICATION REVIEW INFORMATION

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

A. Evaluation Criteria

Criteria	Max# Points	Total points
Part I. Project Scope & Approach		**47**
1. Purpose, Goal and Objectives Applications will be evaluated on the extent to which the narrative proposal workplan has:		
1.1) a one sentence purpose statement explaining what will be accomplished as a result of the project that benefits the public and potential audience(s) served;	2	
1.2) and a goal and numbered list of concisely written objectives linked to the purpose of the program that are specific, realistic and measurable, and align with EPA Strategic Plan Goal 1, Objective 1.4	5	(7)
2. Project Design Applications will be evaluated on the extent to which the narrative proposal workplan as described on Section IV.D Part I:		
2.1) has a well-conceived approach and plan for communication activities and data collection/management, as well as any supporting activities, indicate in detail the resources, tools, and methodologies that will be utilized.	10	
2.2) a list of outputs linked to expected outcomes, and the changes or benefits to human health and the environment that are anticipated.	5	
2.3) the workplan builds upon or consider lessons learned from previous or existing efforts and explains how they will be used or considered to benefit this project.	5	
2.4) has a clear and practical approach to evaluate performance.	5	
2.5) has a well-conceived approach for tracking and reporting progress toward achieving the outputs and outcomes to EPA.	5	(30)
3. Project Milestone Schedule Applications will be evaluated on the extent to which the milestone schedule in the narrative proposal workplan:		
3.1) covers each of the five years of the cooperative agreement with a breakout of the project activities into phases with associated tasks and a timeframe for completion of tasks.	5	
3.2) includes an approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.	5	(10)
Part II. Outreach, Transferability and Sustainability		**8**
Under this criterion, applicants will be evaluated based on the extent to which the project accomplishes the requirements listed under Section IV.D Part II		
1) Describes the applicant's history of working with a broad range of local, state and national stakeholders.	2	
2) Explains how the project design promotes meaningful involvement of partner organizations. Provide evidence of stakeholder participation and partnership in the project. Describe the potential collaborators, partnerships, coalitions and/or	2	(8)

Criteria	Max# Points	Total points
existing networks you offer to increase possibility of project success. State the roles these people or organizations will play in the project.		
3) Outlines how the project will be disseminated and promoted to ensure project information and outcomes are clearly presented and reach the intended audience and potential audiences.	2	
4) Describes how the project will ensure that information and outcomes will be of use to other organizations and stakeholders so that the project may continue after EPA funding ends.	2	
Part III. Programmatic Capability and Environmental Results Past Performance Clearly and specifically describe applicant resources available to support the project. The ability to successfully complete and manage the proposed project taking into account:		**20**
1) the applicant's organizational experience and plan for timely and successfully achieving the objectives of the proposed project.	5	
2) whether and how the applicant was able to successfully complete and manage past agreements	5	
3) a history of meeting reporting requirements including whether the applicant submitted adequate and timely reports on progress toward achieving the expected outputs and outcomes of those agreements (and if not, explain why not), and final technical reports.	5	
4) staff expertise/qualification, staff knowledge, and resources or the ability to obtain them.	5	(20)
NOTE: for (1) and (2) the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants that do not have any relevant or available past performance or past reporting information, should indicate so in the proposal and will receive a neutral score for these subfactors (items (1) and (2) above – a neutral score is half of the total points available in a subset of possible points). If an applicant does not provide any response for these items, they may receive a score of 0 for these factors.		
Part IV. Budget (Narrative and Forms) Applications will be evaluated on the extent to which the applicant:		**25**
1) explains or outlines the need for funding under each of the following budget categories: personnel, travel, equipment, supplies, and contractual (including consultant) services, and indicates which portions of the costs will be paid with EPA or voluntary cost share/match funds if applicable.	10	
2) links each task or activity from the project workplan to the associated resources needed to accomplish the activity.	5	
3) includes costs that are eligible, allocable, reasonable, and allowable. Applicants should provide enough detail for EPA to make this determination.	10	(25)
TOTAL	**100**	

B. Review and Selection Process

EPA will use a consensus scoring approach to rank each application based on the criteria listed above. Under this approach, a panel of EPA reviewers will review each application independently before coming together as a panel to discuss each proposal and arrive at a consensus score for each criterion. The review panel will sum the total scores and recommend the top ranked application(s) to the selection official. The selection official will review the recommendation and the associated application(s), and may also consider funding availability and programmatic priorities before reaching a final decision.

C. Debriefings

Unsuccessful applicants interested in requesting a debriefing should refer to the procedures for debriefings in the Dispute Resolution Procedures, which can also be found at 70 FR (Federal Register) 3629, 3630 (January 26, 2005). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

D. Additional Provisions Incorporated by Reference

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

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

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

1. Successful Applicants: EPA anticipates notification to the successful applicant will be made via telephone, email or postal mail by December 20, 2018. The notification will be sent to the original signer of the application or the project contact listed in the application. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award.

This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The selection official may also consider programmatic priorities and the similarity of the project to other projects already being funded by the EPA. The award notice signed by the EPA grants officer is the authorizing document and will be provided through electronic or postal

mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

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

2. **Unsuccessful Applicants:** EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail by November 7, 2018. The notification will be sent to the original signer of the application or the project contact listed in the application.

B. Pre-award Costs

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

C. Administrative and National Policy Requirements

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

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

Indirect costs must be included in the funding amount. In accordance with 2 CFR 200.414, any non-federal entity that has never received a negotiated indirect cost rate, except for those non-federal entities described in 2 CFR 200 Appendix VII to Part 200 – States and Local Government and Indian Tribe Indirect Cost Proposals, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. Any non-federal entity that has a federally negotiated indirect cost rate may apply for a one-time extension of a current negotiated indirect cost rate for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted the non-federal entity may not request a rate review until the extension period ends. At the end of the 4-year extension, the non-federal entity must re-apply to negotiate a rate.

D. Reporting Requirements

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

E. Additional Provisions for Applicants Incorporated into the Solicitation

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

G. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at 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.

H. Copyrights

In accordance with 2 CFR 200.315, EPA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, for Federal Government purposes, copyrighted works developed under a grant, subaward or contract under a grant or subaward. Examples of federal purpose include but are not limited to: (1) Use by EPA and other federal employees for official Government purposes; (2) Use by federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in federal depositories; (5) Use by state, tribal and local governments that carry out delegated federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction; and (6) Limited use by other grantees to carry out federal grants provided the use is consistent with the terms of EPA’s authorization to the grantee to use the copyrighted material.

VII. AGENCY CONTACT

If you have questions or need additional information regarding this announcement, please contact **Ana Rivera-Lupiañez** via e-mail at **rivera-lupianez.ana@epa.gov** or by postal mail at EPA Office of Pesticide Programs, 1200 Pennsylvania Avenue, N.W. (Mail Code 7506P), Washington, DC 20460.

All questions or comments must be communicated in writing via postal mail, or e-mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement and available at Grant Opportunities.

ATTACHMENT A

The following information is provided in this funding announcement as background.

NPIC Incident Data Certainty Index, Expanded Definitions

Definite

The narrative should document (as clearly as possible):

a) At least one specific symptom that is consistent with exposure to the identified active ingredient(s), given that one non-specific symptom (i.e. headache, nausea) is generally insufficient, **and**

b) The time course between exposure, onset, and duration of symptoms is consistent with the toxicology of the active ingredient, **and**

c) The reported exposure pathway is highly plausible and the route(s) of exposure is/are clear, based on the history provided, **and**

d) A biomarker of exposure (parent compound or metabolite) was detected in a measureable concentration through laboratory analyses, and the biomarker concentration is provided.

Consistent

The narrative should document (as clearly as possible):

e) The primary complaint or the majority of reported symptoms are consistent with exposure to the active ingredient(s) according to published information, **and**

f) The time course between exposure, onset, and duration of symptoms could be conceivably consistent with the toxicology of the active ingredient, **and**

g) The reported exposure pathway is conceivably plausible based on the history provided.

Inconsistent

There is a report of exposure and symptoms, but:

a) The primary complaint or the majority of the reported symptom(s) are not consistent with exposure to the active ingredient(s), **and/or**

b) The time course between exposure and onset or duration of symptoms is not consistent with the toxicology of the active ingredient(s) **and/or**

c) The available history does not include a plausible exposure pathway.

Unclassifiable

There is a report of exposure, but sufficient information is not available:

a) Unclassifiable – AI unknown

No active ingredients could be identified.

b) Unclassifiable – Asymptomatic

The caller reported there were no symptoms.

c) Unclassifiable – Symptoms Unknown

The presence/absence of symptoms is unknown. This happens when time is of the essence, and data collection is curtailed. This also happens when email messages and voice-mail messages include an exposure report with no mention of signs or symptoms.