



**US Environmental Protection Agency
Office of Pesticide Programs**

Funding Opportunity Announcement:

National Farmworker Training Program
EPA-HQ-OPP-2019-004

August 8, 2019

Funding Opportunity Announcement: National Farmworker Training

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 Farmworker Training.

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

Funding Opportunity Number: EPA-HQ-OPP-2019-004.

Catalog of Federal Domestic Assistance (CFDA) Number: 66.716

IMPORTANT DATES

RFA OPENS: August 13, 2019

RFA CLOSSES – APPLICATIONS DUE: October 15, 2019

ANTICIPATED NOTIFICATION OF SELECTION: August 2020

ANTICIPATED AWARD: September 2020

Application packages must be submitted electronically to EPA through Grants.gov (www.grants.gov) no later than **October 15, 2019 at 11:59 p/m/ (ET)** in order to be considered for funding.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply by September 13, 2019 to OPPGA@epa.gov. Please **include the number of this announcement** (EPA-HQ-OPP-2019-004) **on the subject line** of the email notice. Submission of Intent to apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted applications. Please note that in order to be considered for funding, complete application packages must be submitted electronically to EPA through Grants.gov (www.grants.gov) by the closing date and time specified on this RFA.

SUMMARY: The Office of Pesticide Programs (OPP) is soliciting applications from eligible parties for an Environmental Protection Agency (EPA) cooperative agreement to provide financial assistance to an eligible organization for a pesticide safety program, including training and education, aimed at reducing exposure to pesticides for agricultural workers, their families and the agricultural community. The grantee will conduct a national program to educate farmworkers about how to reduce risks from pesticides. As part of this program, the grantee will also train pesticide safety educators who will work with farmworker service organizations, growers and other members of the agricultural community in key rural, agricultural areas with high pesticide use and large

numbers of farmworkers to conduct interactive pesticide safety programs for agricultural workers and their families. The grantee may utilize existing EPA approved worker and children protection pesticide safety training and education materials, may develop new and/or improved materials and collaborate with other EPA grantees to address pesticide safety issues for farmworkers and farmworker children. All training materials should be targeted at the low literacy, predominately non-English speaking agricultural worker population. EPA expects to provide an estimated \$500,000 annually, depending on the Agency's budget, for a total of up to \$2,500,000 for five years (2020 through 2025).

FUNDING/AWARDS

The total estimated funding for this competitive opportunity is approximately \$2,500,000 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) is 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 issue assistance agreements for research, public education, training, monitoring, demonstration and studies. The new cooperative agreement will primarily support FIFRA through the development of materials for education and facilitating training on the safe use of pesticides. 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 EPA Office of Pesticide Programs (OPP) assesses risks to human health and the environment while addressing the safe use of pesticides. It is EPA's goal to ensure the safety of chemicals in the marketplace by providing pesticide safety training to farmworkers and their families.

In November of 2015, EPA's Worker Protection Standard (WPS) ([40 CFR Part 170](#)) was published to enhance protections and to reduce the risk of pesticide poisonings and injuries among agricultural workers and pesticide handlers. The WPS offers occupational protections to over 2 million agricultural workers (people involved in the production of agricultural plants) and pesticide handlers (people who mix, load, or apply agricultural pesticides) who work on over 600,000 agricultural establishments (farms, forests, nurseries and greenhouses). The WPS requires that owners and employers on agricultural establishments provide protections to workers and handlers from potential pesticide exposure, train them annually about pesticide safety, and provide mitigations in case exposures may occur. The WPS also contains requirements for annual pesticide safety training, hazard communication information, notifications of pesticide applications, use of personal protective equipment, restricted entry intervals following pesticide application, decontamination supplies, and emergency medical assistance.

Since 1995, OPP has provided funding for several research and education programs designed to evaluate and convey pesticide safety information to farmworkers. To date, OPP has funded five, five-year cooperative agreements, titled the National Agricultural Workers Pesticide Safety Training and Education Program, that have trained full and part-time educators to teach agricultural workers and their families how to reduce the risks from pesticide exposure. Through these programs, over one million farmworkers, farmworker families and community members

have received training and education on how to reduce pesticide exposure. These training programs have researched and evaluated methods for delivering pesticide safety information to a predominately non-English speaking, low literacy, and migrant population. Curriculum for pesticide safety training and education has been developed using the specific WPS regulation training points for workers ([40 CFR 170.130](#)) as its foundation. Pesticide safety educators have been trained on pesticide safety, education and outreach techniques, which has resulted in approximately 50,000 farmworkers, farmworker families and other members of the farmworker community trained each year.

It is EPA's goal to continue providing pesticide safety training to farmworkers and their families, as well as addressing other emerging pesticide safety issues to ensure the safety of chemicals in the marketplace.

B. Scope of Work

1. Purpose and Scope

The purpose of the program is to ensure the safety of chemicals in the marketplace through outreach, education and training on how to use pesticides safely and correctly. The 5-year cooperative agreement awarded under this program will protect the public and the environment by reducing pesticide exposure and minimize pesticide misuse by developing and delivering a pesticide safety training and education program for farmworkers, farmworker families and other members of the agricultural community.

The cooperative agreement awarded under this program is intended to provide financial assistance to:

- Conduct a pesticide safety training and education program for farmworkers, farmworker families and other members of the agricultural community on how to prevent and reduce exposures to pesticides.
- Create and develop a national training, education and outreach program for farmworkers and farmworker families in rural agricultural areas, including areas with large farmworker populations and high pesticide use.
- Work collaboratively with farmworker support organizations; growers; crew leaders; agricultural extension professionals; health clinics; local, state and federal governments and others in educating farmworkers, farmworker families and other members of the agricultural community about the importance of pesticide safety.

Objectives

Applicants must address the following objectives in their application:

- Develop and/or improve pesticide safety training programs and materials for agricultural workers in English and other relevant languages (e.g. Spanish, Mixteco, Haitian-Creole, Vietnamese, Tagalog, Mandarin, Russian, Karen, etc.) so they can better understand pesticide safety and protect themselves and their children.

- Enhance safe working conditions for agricultural field workers, and other members of the agricultural community at the local, state, and national levels.
- Promote environmental justice for low-income, low-literacy, and predominately non-English speaking farmworkers and farmworker children in rural agricultural areas by educating on how to reduce exposure to pesticides.
- Enhance collaboration among members of the pesticide safety and agricultural communities while developing improved pesticide safety programs designed to prevent pesticide exposure for farmworkers, pesticide applicators and other members of the agricultural community.
- Utilize existing national networks, including farmworker advocacy groups and other relevant EPA grantees, to establish collaboration, training, and education.

2. Activities to be Funded

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

- a. Conduct a pesticide safety program for agricultural workers and their families at the local, state and national level, including in areas with high agricultural worker populations.
- b. Develop and/or utilize a pesticide safety training program, including trainers and materials, which address the predominately non-English speaking, low literacy level needs of agricultural workers. These programs will be developed working collaboratively with farmworker organizations; agricultural extension professionals; health care providers; education and training specialists; migrant health, education, training, agricultural, and environmental organizations and agencies at the local, state, and national level; universities; pesticide safety applicator specialists; grower associations; relevant EPA grantees; and other experts. Materials and training approaches will be reviewed and approved by the EPA Project Officer prior to implementation of the training programs and outreach to insure comprehensive review of existing materials is conducted and the development of any new materials or approaches does not duplicate existing ones. Work should include needs assessment, pilot testing, field testing and/or peer reviewing key approaches and materials.
- c. Develop and/or utilize EPA-approved WPS pesticide safety curricula and materials for agricultural workers, as outlined in the WPS ([40 CFR Part 170](#)) under Subpart E – Requirements for Protection of Agricultural Workers. The curriculum and materials would include, but not be limited to, the following information:
 - (1) The responsibility of agricultural employers to provide annual pesticide safety training; pesticide safety, application, and hazard information; decontamination supplies; emergency medical assistance; and notifications to workers of restrictions during application and to treated areas.
 - (2) Workers may designate a representative to request, on their behalf, pesticide application and hazard information.
 - (3) How to recognize and understand the meaning of posted warning signs used for notifying workers of restrictions on entering pesticide treated areas on the establishment.
 - (4) How to follow directions and/or signs about keeping out of pesticide treated areas subject to a restricted-entry interval and application exclusion zones.

- (5) Where and in what form pesticides may be encountered during work activities, including exposure to pesticide residues that may be on or in plants and soil; tractors, application and chemigation equipment; used Personal Protective Equipment (PPE); irrigation water; or in the air where pesticides may drift from nearby applications.
- (6) Potential hazards of pesticides resulting from toxicity and exposure, including acute effects, chronic effects, delayed effects, and sensitization.
- (7) Routes through which pesticides can enter the body (e.g. dermal, eye nose, oral).
- (8) Signs and symptoms of common types of pesticide poisoning.
- (9) Emergency first aid for pesticide injuries or poisonings.
- (10) Routine and emergency decontamination procedures, including eye flushing techniques.
- (11) In an emergency: if pesticide are spilled or sprayed on the body, use decontamination supplies to wash immediately or rinse off in the nearest clean water including streams, springs, lakes, or other sources if they are more readily available than decontamination supplies. Follow up by washing or showering with soap and water, shampooing hair, and changing into clean clothes.
- (12) How and when to obtain emergency medical care.
- (13) Wearing work clothing that protects the body from pesticide residues when working in pesticide treated areas.
- (14) Washing hands before eating, drinking using the toilet, using a cell phone, or using chewing gum or tobacco.
- (15) Washing or showering with soap and water, shampoo hair, and change into clean clothes as soon as possible after working in pesticide-treated areas.
- (16) Potential hazards from pesticide residues on clothing.
- (17) Washing work clothes before wearing them again and washing them separately from other laundry.
- (18) Warnings to not taking home pesticide or pesticide containers used at work
- (19) Information about the Safety Data Sheets (SDS), including that SDSs provide information about hazards, emergency medical treatment, and other information about pesticides that area used on the establishment;
- (20) Employer's responsibility to display SDS for all pesticides used on the establishment that workers may come in contact with; to tell workers and handlers where the SDS are located; and to allow workers and handlers access to the SDS during normal working hours.
- (20) Agricultural employers are prohibited by the WPS from allowing or directing a worker to mix, load, or apply pesticides or assist in their application unless trained as a handler.
- (21) Agricultural employers must provide specific information to early-entry workers before directing them to perform early-entry activities.
- (22) Early-entry workers must be 18 years of age or older.
- (23) Hazards of pesticide exposure among children and pregnancy women.
- (24) Keeping children and nonworking family members away from pesticide-treated areas.
- (25) After working in pesticide-treated areas, remove boots or shoes before entering your home, remove work clothes, and wash or shower before physical contact with children or family members.

(26) How to report suspected use violations to the State or Tribal agency responsible for pesticide enforcement.

(27) Agricultural employers are prohibited from intimidating, threatening, coercing, or discriminating against any worker or handler for complying with or attempting to comply with the requirements of this rule, or because the worker or handler provided, caused to be provided, or is about to provide information to the employer or the EPA or its agents regarding conduct that the employee reasonably believes violates this part, and/or made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing concerning compliance with this rule.

- d. Conduct a national and/or several regional train-the-trainer workshops or webinars, including practice sessions for trainers. Workshops and webinars would train trainers about the importance of pesticide safety, provide a review of the curriculum and EPA-approved materials to be used, inform of WPS training administration requirements, suggest ways to reach farmworkers and work with growers, crew leaders and other members of the agricultural community to utilize the training, how to get certified as an official trainer by their state, organization, etc. Workshops and webinars must use EPA-approved train-the-trainer materials.
- e. Establish on-going pesticide safety training programs in at least 25 domestic sites in rural areas with a minimum of 20 states including key agricultural states with high farmworker populations and high pesticide usage.
- f. Conduct outreach and partnership programs with federal, state and local programs and agencies; farmworker service providers; growers and grower organizations; agricultural extension professionals; migrant health clinics and other members of the agricultural community to help advertise, gain access and set up training workshops for agricultural workers, farmworker families, and other members of the agricultural community to conduct the federally required WPS pesticide safety training and other pesticide safety programs. While this program will be predominately in the United States, these outreach and educational programs may be extended to the U.S. Territories and possessions including Puerto Rico and the Virgin Islands.
- g. Maintain and produce records and reports for transparency, historical and planning purposes including financial data and recommendations;
- h. Develop and/or utilize existing pesticide safety training evaluation tools, such as pre- and post-tests or focus groups, to evaluate the effectiveness of the training program. Modify the training program to improve teaching methodologies and learning retention as necessary.
- i. Develop and utilize metrics to evaluate that the needs of EPA's partners, stakeholders and the regulated community are met.
- j. Work with EPA's partners, stakeholders, and regulated communities to systematically identify prioritize needs, leverage resources, avoid duplicity of efforts and assure efficiency;

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

Pursuant to Section 6a of EPA Order 5700.7A1, "[Environmental Results under EPA Assistance Agreements](#)," EPA must link proposed assistance agreements to the Agency's

Strategic Plan. EPA also requires that applications and recipients of grants and cooperative agreements adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see Linking Assistance Agreements to Environmental Results <https://www.epa.gov/grants/linking-assistance-agreements-environmental-results>).

1. Linkage to EPA Strategic Plan /GPRA Architecture

The activities to be funded under this announcement must support progress towards meeting EPA's [2018-2022 Strategic Plan](#) Goal 1 – Core Mission, and Objective 1S.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”.

Please read EPA's FY 2018-2022 Strategic Plan (www.epa.gov/planandbudget/strategicplan) for more information.

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.

The purpose of the 5-year cooperative agreement awarded under this program is to ensure the safety of chemicals in the marketplace by developing and delivering a pesticide safety program, including training and education, aimed at reducing exposure to pesticides for agricultural workers, their families and the agricultural community. The grantee will conduct a national program to educate farmworkers about how to prevent and reduce risks from pesticides. As part of this program, the grantee will also train pesticide safety educators who will work with farmworker service organizations, growers and other members of the agricultural community in key rural, agricultural areas with high pesticide use and large numbers of farmworkers to conduct interactive pesticide safety programs for agricultural workers and their families.

2. Outputs

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

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

Expected outputs from the projects to be funded under this announcement include, but are not limited to:

- a. Develop effective communication and outreach programs to enhance pesticide risk reduction to human health, communities and ecosystems;
- b. Model training and education programs for farmworkers and farmworker families and other members of the agricultural community; and
- c. Increase the number of trained farmworkers and other members of the agricultural community in reducing pesticide risk.

Examples of materials developed under a previous cooperative agreement to facilitate and comply with WPS-required pesticide safety training of agricultural workers include a WPS flipchart and manual. These materials are available in English, Spanish and Haitian Creole languages.

Progress reports and a final report will also be required outputs, as specified in Section VI.C “Reporting Requirement,” of this RFA.

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.

Expected outcomes from this cooperative agreement include, but are not limited to:

- a. Enhancing capabilities, through an increase of knowledge, to assist farmworkers, farmworker families and other members of the agricultural community in preventing and reducing pesticide risks to humans, communities and ecosystems;
- b. Educating farmworkers, farmworker families and other members of the agricultural community on the safe use of pesticides;
- c. Protecting humans, communities, and ecosystems from illness and injury caused by exposure to pesticides; and
- d. Restoring community health by reducing the environmental justice impact on minority and low-income populations of farmworkers and farmworker children.

4. Performance Measures

The applicant should develop and describe performance measures they expect to achieve through the proposed activities. 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 projects. It is expected that the description of performance measures will directly relate to the project outcomes and outputs.

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

- a) What are the measurable short term and longer term results the project will achieve?
- b) 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?

The description of performance measures should include:

- a) Overall five-year and annual goals, objectives, outputs (including projects, programs and materials) 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.
- c) A final report that demonstrates the success of the program provides lessons learned and suggests how to carry the program forward and build on its success.

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 developing and delivering a pesticide safety program, including training and education, aimed at reducing exposure to pesticides for agricultural workers, their families and the agricultural community.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated amount available for award under this announcement is approximately \$2,500,000, dependent on availability of funds. EPA anticipates awarding an estimated maximum of \$500,000 for fiscal year 2020. At the conclusion of the first year period of performance, incremental funding of an estimated \$500,000 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. 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.

C. 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.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and other applicable considerations, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections.

In addition, EPA reserves the right to reject all applications and make no awards under this announcement or to make fewer awards than anticipated.

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

The estimated project period for the award resulting from this solicitation is expected to begin on October 2020, with an estimated completion date of September 2025.

E. Funding Type

The funding for selected project(s) will be in the form of a cooperative agreement.

Cooperative agreements provide for 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 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;
- In accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement(s);
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Review and approval of the substantive terms of subaward agreements; and
- 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.

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). 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(a)(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](#)

B. Cost Sharing or Matching

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

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the application (See Section IV of the announcement). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required [add following to end of sentence if competition has a mandatory cost share: “or when the applicant proposes to provide more than the required cost share”]. Applicants who propose to use a voluntary cost share must include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations 2 CFR Part 200 as applicable.
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the

award and/or take other appropriate action as authorized by 2 CFR Part 200 as applicable.

Other leveraged funding/resources that are not identified as a voluntary cost share. This form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third-party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to

produce the proposed leveraging consistent with the terms of the announcement and the applicant's application. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their applications. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200 as applicable.

C. Threshold Eligibility Requirements

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. 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 the 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. Application Content and Submission

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

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 timely 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.

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 \$500,000. 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. 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](https://www.grants.gov) for this funding opportunity based on the [Grants.gov](https://www.grants.gov) instructions in this announcement. If an applicant does not have the technical capability to apply electronically through [Grants.gov](https://www.grants.gov) because of limited or no internet access which prevents them from being able to upload the required application materials to [Grants.gov](https://www.grants.gov), the applicant must contact OMS-ARM-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-2019-004;
- Organization Name and Unique Entity Identifier (e.g. DUNS);
- Organization's Contact Information (email address and phone number); and
- Explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through [Grants.gov](https://www.grants.gov).

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

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2019, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2019). 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](https://www.grants.gov) for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2018 with a submission deadline of January 15, 2019, the applicant would need a new exception to submit through alternative methods beginning January 1, 2019.

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 Application Submission Instructions (see Appendix A)

Your organization's authorized official representative (AOR) must submit your complete application electronically to EPA through [Grants.gov](http://www.grants.gov) no later than **October 15, 2019, 11:59 PM Eastern Time**.

C. Content of Application Submission

Application packages *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 at <http://www.epa.gov/ogd/>.

1. Grant Application Forms. Please complete the forms as appropriate.

a. Standard Form (SF) 424, *Application for Federal Assistance*

Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included 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.

b. 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.

c. SF-424B, *Non-Construction Programs*

d. EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*

e. EPA Form 5700-54, *Key Contacts Form*

2. Narrative Proposal (as described below)

The Narrative Proposal must contain all parts (a through g) described below, in sequential order as shown. Each page must be numbered, formatted for 8.5 x 11 inch paper, single-spaced and text in 11-point font. Electronic files must be named legible and in Adobe Acrobat PDF or MS Word for Windows. Submit electronic files for the narrative proposal with the name "NarrProp" followed by the number of the narrative proposal file in sequential order if there is more than one file. (Example: NarrProp1, NarrProp2...) The project narrative cannot exceed 25 pages. Each page past the limit will not be considered. Federal forms are not included in the page limit. Also, supporting materials such as resumes

and letters of support, will not count toward the page limit and can be submitted as attachments.

a. Cover Page: The cover page must list the following information with the letterhead for your organization:

EPA Funding Opportunity Number: EPA-HQ-OPP-2019-004

Project Title:

Project Coordinator:

Organization Name and Address:

Telephone No.: Fax Address: Email Address:

Project Duration (anticipated start date and end no later than date):

First Year Funding Request:

Total Funding Requested. Specify the amount you are requesting from EPA (for the entire project):

Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.

DUNS number:

- b. Table of Contents:** A table listing the different parts of the application and the page number on which each part begins.
- c. Executive Summary:** A stand-alone, concise description of the project with objectives, outputs and outcomes; and one sentence assuring that your organization meets the eligibility factors, as listed in Section III (Eligibility Information).
- d. Narrative Proposal Workplan:** 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 must address each of the 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

1) 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 *Ensure Safety of Chemicals in the Marketplace*.

2) Project Design/Detailed Workplan

Describe in detail the approach and plan for developing and delivering a pesticide safety training and education program with national coverage, that expands and enhances WPS training programs for farmworkers, farmworker families and other members of the agricultural community and includes:

- A well-conceived approach and plan to identify priority needs to develop or revise pesticide safety training materials and implement a training and education program by working collaboratively with farmworker organizations, EPA's partners and other stakeholders. Describe in detail the activities to be funded and the resources and tools that will be utilized.
- Explain the process and some of the considerations used to identify priorities for projects and develop effective model training and education programs for farmworkers and farmworker families and other members of the agricultural community.
- Explain how the farmworker training modules and communication and outreach programs will be tested in the field, including who would be involved and how the results/feedback will be evaluated and incorporated into the end products.
- Explain how the materials developed will be available for use by EPA's partners and stakeholders.
- 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.

- 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.

3) 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

- 1) Describe the applicant's history of working with a broad range of local, state and national stakeholders.
- 2) 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.
- 3) 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.
- 4) 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 (See Appendix B, Budget Sample)

In addition to the SF-424A form, prepare an overall budget for allocation of \$2,500,000 over five years. Submit electronic files for the budget narrative with the file name "BudgetNarr" followed by the number of the budget narrative file in sequential order if there is more than one file. (Example: BudgetNarr1, BudgetNarr2...) Prepare a detailed budget and narrative for the first incremental funding for an estimated \$500,000. 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 work plan 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. An example of a budget table is provided on Appendix B of this announcement. For more information, see <http://www.epa.gov/ogd/recipient/tips.htm> and for guidelines and a sample budget, see http://www.epa.gov/ogd/recipient/ogd_budget_detail_guidance.pdf.

Selected applicant(s) will need to submit a copy of their current Indirect Cost Rate Agreement that has been negotiated with a federal cognizant agency prior to award if the proposed budget includes indirect costs.

- 1) **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.”
- 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:** 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, sub awardees, or partner organizations goes in “Other Direct Costs.”)
- 4) **Equipment:** Include only equipment proposed to be purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include costs for each item.
- 5) **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.
- 6) **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.

- 7) **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.

- 8) **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.

- 9) **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.

***e.* Appendix A: Timetable**

Provide a timetable for each project objective.

***f.* Appendix B: Letters of Support (optional)**

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.

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

h. Other Attachments. These are optional and are not included in the page limit.

- Negotiated Indirect Cost Rate Agreement.
- Quality Assurance Narrative Statement.

E. Submission Dates and Times

The closing date and time for submission of applications is October 15, 2019, at **11:59 pm Eastern Time (ET)**. Applications submitted after the closing date and time will not be considered for funding.

F. Additional Provisions for Applicants Incorporated into the Solicitation

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

V. APPLICATION REVIEW INFORMATION

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

A. Evaluation Criteria

Criteria	Max# Points	Total points
Part I. Project Scope & Approach		45
1. Purpose, Goal and Objectives Applications will be evaluated on the extent to which the narrative proposal workplan has:		(7)
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	

Criteria	Max# Points	Total points
2. Project Design Applications will be evaluated on the extent to which the narrative proposal workplan as described on Section IV.D Part I:		
<ul style="list-style-type: none"> 2.1) has a well-conceived approach and plan to identify priority needs to develop or revise pesticide safety training materials and implement a training and education program with national coverage, that expands and enhances WPS training programs for farmworkers, farmworker families and other members of the agricultural community by working collaboratively with farmworker organizations, EPA’s partners and other stakeholders. The proposal should explain the process and considerations used to identify priority needs and how the training modules and comm/outreach programs developed will be tested in the field. 	10	(30)
2.2) a list of outputs linked to expected outcomes, and the changes or benefits to human health and the environment that are anticipated. Describes in detail the activities to be funded and the resources and tools that will be utilized.	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	
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	(8)
3.2) includes an approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.	3	
Part II. Outreach, Transferability and Sustainability		10
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 partners and stakeholders.	2	(10)
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 existing networks you offer to increase possibility of project success. State the roles these people or organizations will play in the project.	4	

Criteria	Max# Points	Total points
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. Please note that the FR notice referenced above refers to regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding this, the procedures for competition-related debriefings and disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

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 Notices

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

1. EPA anticipates notification to the successful applicant will be made via telephone, email or postal mail by August 2020. 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 August 2020. 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. Federal Advisory Committee Membership

As indicated in the EPA memorandum, “[Strengthening and Improving Membership on EPA Federal Advisory Committees \(PDF\)](#),” (5 pp, 1.3 MBK, [About PDF](#)) issued on October 31, 2017, no member of an EPA Federal Advisory Committee may receive compensation from EPA grants, either as a principal investigator or co-investigator, or be in a position that otherwise would reap substantial direct benefit from the grant, while serving on an EPA Federal Advisory Committee. Accordingly, an individual’s ability to begin or continue serving on an EPA Federal Advisory committee may be impacted if during the individual’s expected or ongoing service: (a) the entities who are selected for award under this competition list the individual as a principal investigator or co-investigator on the grant; or (b) the individual is not listed on the grant but is in a position for the entity such that the individual would otherwise reap substantial direct benefit from the grant. This does not apply to state, tribal, or local government entities.

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 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 Grant Competition Dispute Resolution Procedures. Copies of

these procedures may also be requested by contacting the person listed in Section VII of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

VII. AGENCY CONTACT

If you have questions or need additional information regarding this announcement, please contact 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 email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at [Grant Opportunities](#).

APPENDIX A - Grants.gov Application 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](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, 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 Unique Entity Identifier (e.g. 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](https://www.grants.gov) and whose Unique Entity Identifier (e.g., 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](https://www.adobe.com/reader/compatibility)

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](https://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-HQ-OPP-2019-004 or the CFDA number, CFDA 66.716, 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](https://www.grants.gov/workspace/overview).

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 October 15, 2019 by **11:59 p.m. 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](https://www.grants.gov) application package accessed using the instructions above.

Application Materials

The following forms and documents are required under this announcement, as described in Section IV.C and Appendix B of the RFA:

Mandatory Documents:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Non-Construction Programs (SF- 424B)
- EPA Form 5700-54: Key Contacts Form
- EPA Form 4700-4: Pre-award Compliance Review Report
- Narrative Proposal, including Budget Narrative (Project Narrative Attachment Form)
- Appendix A: Timetable
- Appendix C: Resumes

Optional Documents:

- Appendix B, Letters of Support (If the project describes partnerships, funding, or in-kind services)
- Negotiated Indirect Cost Rate Agreement.
- Quality Assurance Narrative Statement.

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-Lupiañez at rivera-lupianez.ana@epa.gov. 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 tollfree number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced, or a revised application needs to be submitted
2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch, and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow enough time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.** The 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 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 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](https://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit 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.
- a. 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 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](https://www.grants.gov), such as extreme weather interfering with internet access, contact Ana Rivera-Lupiañez at rivera-lupianez.ana@epa.gov.
- b. **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 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 package in PDF format as an attachment.**
- c. **Grants.gov rejection 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 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](https://www.grants.gov) or via email does not necessarily mean your application is eligible for award.

APPENDIX B – Budget Detail Sample

This section of the Project Narrative is a detailed description of the budget found in the SF-424A and must include a detailed discussion of how EPA funds will be used. Applicants must **itemize costs** related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

If the project budget includes any voluntary cost share, the Budget Detail portion of the project narrative must include a detailed description of how the applicant will obtain the cost share and how the cost share funding will be used. If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. If the proposed cost share is to be provided by a third-party, a letter of commitment is required. Any form of cost share included in the Budget Detail must also be included on the SF-424 and SF-424A. Please see Section III.B if this RFA for more detailed information on cost share.

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

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

integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including individual consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, and non-employee program participants (e.g. trainees) which are included in the “Other” category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken.

- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR 200.94. The budget detail must include an itemized listing of all equipment proposed under the project. Note: If your organization has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000 then that threshold takes precedence.
- **Supplies - “Supplies” means all tangible personal property other than “equipment.”** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each type of proposed contract and specify its purpose and estimated cost.** Contractual services (including consulting services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. EPA’s [Subaward Policy and supplemental 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 Under EPA](#)

[Assistance Agreements](#) for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

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

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 [EPA’s Subaward Policy and supplemental Frequent Questions](#) for additional guidance.

- **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 an application to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:
 - Personnel (Indirect Rate x Personnel = Indirect Costs)
 - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
 - Modified Total Direct Costs (Indirect Rate x Modified Total direct costs = Indirect Costs)
 - Direct Costs minus distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Example Budget Table

	EPA Funding	**Cost Share
Personnel		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(3) Project Staff @ \$25/hr x 40 hrs/week x 40 wks	\$120,000	
TOTAL PERSONNEL	\$120,000	\$20,800
Fringe Benefits		
20% of Salary and Wages	20% (120,000)	20% (20,800)
- Retirement, Health Benefits, FICA, SUI	\$24,000	\$4,160
TOTAL FRINGE BENEFITS	\$24,000	\$4,160
Travel		
Travel for Project Manager and staff: 500 mi/mo @ \$0.55/mi x 12 mos.	\$3,300	
TOTAL TRAVEL	\$3,300	
Equipment		
TOTAL EQUIPMENT	0	
Supplies		
Office and related supplies to support training	\$10,000	
TOTAL SUPPLIES	\$10,000	
Contractual		
Support Services Contract	\$20,000	
TOTAL CONTRACTUAL	\$20,000	
Other		
Subawards Costs	\$0	
Participant Support Costs	\$0	
Additional Other Costs	\$0	
TOTAL OTHER	\$0	
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 10% with personnel costs as base (Indirect Rate x Personnel = Indirect Costs)	\$12,000	
TOTAL INDIRECT	\$12,000	
TOTAL FUNDING	(fed) \$189,300	(non-fed) \$24,960
TOTAL PROJECT COST (federal and non-federal)	\$214,260	

** Cost Share funds, while **not** required under this RFA, must also be included on the SF-424 as detailed in Section III.B of this RFA.

Note on Management Fees: When formulating budgets for applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the

rate approved by the applicant's cognizant Federal audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges cannot be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the work plan.