

Pesticide Safety Education Program

FY 2010 Formula Grant Opportunity (FGO)

APPLICATION DEADLINE: November 3, 2010

 **U.S. Department of Agriculture**
National Institute of Food and Agriculture

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE;
U.S. DEPARTMENT OF AGRICULTURE**

PESTICIDE SAFETY EDUCATION PROGRAM

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

DATES: Applications must be received by close of business (COB) on November 3, 2010 at 5:00 p.m. Eastern Time.

EXECUTIVE SUMMARY: The National Institute of Food and Agriculture (NIFA) requests applications for the FY 2010 formula grants authorized under the Pesticide Safety Education Program (PSEP). These grants are used to inform and educate pesticide users about accepted uses and other regulations made under the Federal Insecticide, Fungicide and Rodenticide Act, as amended (FIFRA). The amount available for support of this program in FY 2010 is \$1,300,000.

This notice identifies the objectives for PSEP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a FY 2010 PSEP formula grant allocation. NIFA additionally requests stakeholder input from any interested party for use in the development of the next FGO for this program. Written stakeholder input should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; National Institute of Food and Agriculture, USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFA-OEP@nifa.usda.gov. (**This e-mail address is intended only for receiving stakeholder input regarding this FGO.**) In your stakeholder input, please state that you are responding to the Pesticide Safety Education Program FGO.

Please send questions or comments to Patricia Myers, Lead Grant Specialist, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; telephone: (202) 205-0453; fax: (202) 690-3002; or e-mail: formulagrantsquestions@nifa.usda.gov.

What's New for FY 2010?

- In FY 2011, applications for PSEP funding will be solicited non-competitively under a Request for Applications (RFA) versus a Formula Grant Opportunity (FGO). Additional information will be provided during January 2011.
- The FY 2010 formula grant awards will be disbursed through the Automated Standard Application for Payment System (ASAP) operated by the Department of Treasury's Financial Management Service. Applicants should have received information on how to access ASAP, establish an account, if necessary, and how to utilize ASAP to draw funds, create reports, etc. The information should have included instructions to inform NIFA, Formula Grant Section, Awards Management Branch (FGS/AMB) of the account number to use for the FY 2010 formula grant disbursements.
- All FY 2009 and prior formula grant awards will continue to be disbursed via the Payment Management System (PMS) operated by the Department of Health and Human Services (DHHS).
- There will be one submission in FY 2010:
 - Final – Based on the actual appropriated amount for FY 2010 and actual formula distribution for FY 2010.
- The Application Package for the final submissions will include:
 - Application for Federal Assistance, Standard Form (SF) 424-M (Mandatory) (Required)
 - NIFA Supplemental Information Form (Required)
 - Key Contacts Form (Required)
 - Budget Information for Non-Construction Program (SF) 424-A (Required)
 - Budget Narrative Attachment Form (Required)
- Effective October 1, 2009, formula grantees were required to submit a SF-425, Federal Financial Report, which replaced the SF-272, Federal Cash Transaction Report and the SF-269, Financial Status Report.
- On October 1, 2009, all authorities of the Cooperative State Research, Education, and Extension Service (CSREES) were transferred to the National Institute of Food and Agriculture (NIFA) per section 7511 of the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246).
- Effective February 1, 2010, OEP Awards Management Branch assumed responsibility for business functionality of the OEP Formula Grants Section.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The FIFRA provides that the Administrator of the United States Environmental Protection Agency must, in cooperation with the Secretary of Agriculture, use the services of the cooperative State extension services to inform and educate pesticide users about accepted uses and other regulations made under subchapter II of FIFRA. This goal is accomplished through the PSEP. States may use up to 10 percent of their PSEP budget to fund new equipment.

In accordance with the “Memorandum of Agreement Between the U.S. Environmental Protection Agency and the U.S. Department of Agriculture of June 14, 1972,” and subsequent amendments, NIFA has established an Interagency Agreement for training with EPA as noted in Section 23 above, as amended, on behalf of the State Cooperative Extension Services. NIFA has coordinated the training program with the State Cooperative Extension Services with the concurrence of EPA, by distributing and administering PSEP funds on a formula basis, and has on file “Plans of Work” from each State Cooperative Extension Service for pesticide applicator training.

The State Cooperative Extension Services are encouraged to coordinate training activities with State Lead Agencies and to ensure that all training is compatible with Federal and/or State administered certification programs. Beginning with Fiscal Year 1991, the Interagency Agreement stipulates that the training must address requirements for certification as defined in 40 CFR 171.

In FY 2007, the former CSREES conducted a Grants.gov pilot for the solicitation of one of the NIFA Formula Programs, the McIntire-Stennis Cooperative Forestry Program. Under this pilot the institutions were required to submit a SF-424M Application (Cover Page Form), NIFA Supplemental Form, and Key Contacts Form through Grants.gov. Please note that this application package replaced the forms/information solicited each year by the NIFA Office of Extramural Programs and did not duplicate the information being collected under the Performance Planning and Reporting System (PPRS). NIFA implemented this process for all NIFA Formula Programs in FYs 2008 and 2009 due to the mandated reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA). Under this law, the U.S. Office of Management and Budget (OMB) was required to develop and maintain a public searchable data base for all Federal financial assistance awards, and Federal agencies are required to report specific data elements which will be collected via these applications (e.g., Dun and Bradstreet Data Universal Numbering (D-U-N-S®) numbers, legal names of institutions, legal addresses, congressional districts, etc.). OMB makes this information available at <http://www.usaspending.gov>.

Please note that the submission of this application package does not change the following:

- Delegated authorities of the Extension Director;
- How funds are managed at your institution;
- Indirect costs and tuition remission are unallowable costs; and

-Matching waiver authority of Smith-Lever section 3(b) and 3(c) funds for 1862 Land-grant Institutions in the Insular Areas.

Guidelines for the administration of this program are published as Chapter III, Financial Operations, of the Administrative Handbook for Cooperative Extension Work, which may be accessed at <http://www.nifa.usda.gov/business/awards/formula/manuals/coopextension.pdf>. Please note that any instructions in this FGO supersede policies and procedures identified in this manual. In 2011, NIFA will revise this manual and promulgate administrative provisions for this program through rulemaking which includes a public comment period.

B. Purpose and Priorities

The purpose of the PSEP are to help assure the proper, effective, and safe use as well as storage and disposal of pesticides; to assist both private and commercial applicators in meeting the initial and continuing standards of certification to apply restricted use pesticides; and to address adverse risks associated with pesticide misuse and consequences of pesticide drift. Emphasis should be placed on personal safety, protection of the environment, prevention of pesticide drift, endangered species, water quality, and food safety.

PART II—AWARD INFORMATION

A. Available Funding

FY 2010 Federal funding of \$1,300,000 will be distributed according to allocations determined by EPA. See Appendix A for specific allocations.

No expenditures can be charged to the PSEP that do not directly relate to the objectives above. Restrictions that apply to Smith-Lever Act funds apply to PSEP funds. Funds allocated for the PSEP are available for expenditure during the fiscal year in which they are allocated plus one additional fiscal year. These funds are available for expenditure from October 1, 2009 through September 30, 2011.

B. Type of Submission

In FY 2010, pre-award form submissions must be submitted to the PSEP as a “new” application on the www.grants.gov website. As noted previously, these application packages complement, rather than duplicate, the information collected via the Performance Planning and Reporting System (PPRS), and together satisfy all legislative and regulatory pre-award requirements.

C. Project Types

Applicants should request funding at the amounts listed in Appendix A to this announcement. NIFA will fund the PSEP in FY 2010 for approved PSEP projects. Projects consist of informing and educating pesticide users about accepted uses and other regulations made under subchapter II of FIFRA. States may use up to 10 percent of their PSEP budget to fund new equipment.

PART III—ELIGIBILITY INFORMATION

A. Eligible Recipients

Applications may be submitted by the 1862 land-grant institutions in the States identified in Appendix A.

Award recipients may subcontract to organizations not eligible to apply for funding provided that such arrangements are necessary to complete the project.

B. Cost Sharing or Matching

7 U.S.C. 136u(a) states that “Effective with the fiscal year beginning October 1, 1978, there are authorized to be appropriated annually such funds as may be necessary for the Administrator to provide through cooperative agreements an amount equal to 50 percent of the anticipated costs to each State or Indian tribe, as agreed to under such cooperative agreements, of conducting training and certification programs during such fiscal year. If funds sufficient to pay 50 percent of the cost for any year are not appropriated, the share of each State and Indian tribe shall be reduced in a like proportion in allocating available funds.”

PART IV—SUBMISSION INFORMATION

A. Address to Request Formula Grants Opportunity Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this FGO.

Prior to preparing an application, it is suggested that the State Extension Director, or his or her designee, first contact an Authorized Representative (AR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The State Extension Director, or his or her designee, also must contact the institution’s AR in order to be granted permission for the submission of applications through Grants.gov. Once that permission is granted, the State Extension Director, or his or her designee, can obtain a login and password.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.

2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “Step 1: Download a Grant Application Package and Instructions,” enter the funding opportunity number “**USDA-NIFA-SLBCD-003354**” in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

If assistance is needed to access the application page (e.g., downloading or navigating PDF forms, using Adobe with a Macintosh computer), refer to the resources available on the Grants.gov Web site first (<http://grants.gov>). Grants.gov assistance is also available as follows:

Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#)
Email: support@grants.gov

See <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Formula Grants Opportunity Package Submission

General

Each grant application must contain an “Application for Federal Assistance,” Form SF-424 Mandatory; NIFA Supplemental Information Form; “Key Contacts Form”; “Budget Information for Non-Construction Programs”, Form SF-424A; and “Budget Narrative”(as a PDF file). These forms should be completed in accordance with the instructions accompanying the form on the grants.gov website. The following are the government-wide instructions followed by *agency specific guidelines*, if any, for each data element for each form:

Grant Application Package

Verify that the information shown corresponds to the grant for which the applicant wishes to apply. Grants.gov will auto-populate the following information:

- Opportunity Title
- Offering Agency
- Catalog of Federal Domestic Assistance (CFDA) Number
- CFDA Description
- Opportunity Number
- Competition ID
- Opportunity Open Date
- Opportunity Close Date
- Agency Contact

Enter a name for the application in the * **Application Filing Name** field. This field is required. This name is for use solely by the applicant for you to track through the Grants.gov submission process. It is not used by the receiving agency.

Open and complete all of the documents listed in the “Mandatory Documents” box. Complete the SF-424 first. Data entered on the SF-424 will populate other mandatory and optional forms where possible.

To access a form or document, click the form/document name to select it, and then click the => button. This will move the form/document to the “Mandatory Documents for Submission” box. To open an item to complete it, simply click on it to select the item and then click on the “Open Form” button. To remove a form/document from the “Mandatory Documents for Submission” box, click the form/document name to select it, and then click the <= button. This will return the form/document to the “Mandatory Documents” or “Optional Documents” box.

1. Application for Federal Assistance (Standard Form (SF)-424 M (Mandatory))

1a. **Type of Submission:** Select one Type of Submission with agency instructions. *Select “Application.”*

1b. **Frequency:** Select applicable frequency for the Type of Submission in 1.a. *Select “Annual.”*

1c. **Consolidated Application/Plan/Funding Request?** Indicate if the submission is a consolidated application/plan/funding request. *Select “No.”*

1d. **Version:** Select the applicable version for the Type of Submission in 1.a:

Initial: Select “Initial” in response to this FGO. Use it to submit your institution’s application package, including the actual formula distribution amount for FY 2010 per Appendix A and available matching funds

2. **Date Received:** Federal use only.

3. **Applicant Identifier:** Applicant use only. *Use or leave blank.*

4a. **Federal Entity Identifier:** Enter Federal entity identifier, if any, as specified in agency instructions. *Leave blank.*

4b. **Federal Award Identifier:** Enter Federal award identifier assigned by agency (if applicable). Enter **“USDA-NIFA-SLBCD-003354”**

5. **Date Received by State:** State use only. *Use or leave blank.*

6. **State Application Identifier:** State use only. *Use or leave blank.* This field is for use when an institution has its own system for tracking applications. This field allows the applicant to enter its application identifier on the application.
- 7a. **Legal Name:** Enter the following: Legal name of applicant. *Enter the name of the institution.*
- 7b. **Employer/Taxpayer Identification Number (EIN/TIN):** Enter: Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) as assigned by the Internal Revenue Service.
- 7c. **Organizational DUNS:** Enter: Organization's D-U-N-S® number (received from D&B) or the D-U-N-S +4 number®.
- 7d. **Address:** Enter: Complete address of applicant. *Enter the institution's mailing address.*
- 7e. **Organizational Unit:** Enter: Name of primary organizational unit (and department/division, if applicable), which will undertake the assistance activity. *Enter the office where the State Extension Director is located.*
- 7f. **Name and contact information of person to be contacted on matters involving this application:** For the person to contact on matters related to this submission: name, organizational affiliation (if affiliated with an organization other than the applicant organization, e-mail address, phone number, and fax number. *Enter the contact information for the person performing this electronic submission.*
- 8a. **Type of Applicant:** Select the appropriate letter and enter in the space provided. Letters O, P, Q, R, S, T, U, V, and W are not applicable.
- A. State Government
 - B. County Government
 - C. City or Township Government
 - D. Special District Government
 - E. Regional Organization
 - F. U.S. Territory
 - G. Independent School District
 - H. Public/State Controlled Institution of Higher Education
 - I. Indian/Native American Tribal Government (Federally Recognized)
 - J. Indian/Native American Tribal Government (Other than Federally Recognized)
 - K. Indian/Native American Tribally Designated Organization
 - L. Public/Indian Housing Authority
 - M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
 - N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
 - X. Other (specify in accordance with agency instructions)

Please enter the applicable code letter for your Institution.

9. **Name of Federal agency:** Enter name of Federal agency from which assistance is being requested. *No entry required. This field is pre-populated from the opportunity package.*
10. **Catalog of Federal Domestic Assistance Number:** Enter the Catalog of Federal Domestic Assistance (CFDA) number and title of the program under which assistance is requested. Use the continuation sheet to enter multiple CFDA numbers and titles. *No entry required. This field is pre-populated from the opportunity package.*
11. **Areas Affected by Funding (Cities, Counties, States, etc. Use continuation sheet on page 5 if necessary):** List areas or entities affected using categories specified in agency instructions. Use the continuation sheet to enter multiple entities beyond the space provided. *Enter cities, counties, states, etc. anticipated to be affected by the FY 2010 allocation you will receive.*
- 12a. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Applicant:** Applicant-Enter the applicant's congressional district. Enter the congressional district. *Enter the Congressional district where the main campus is located.*
- 12b. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Program/Project:** Program/Project-Enter the congressional district(s) affected by the program or activity. If all congressional districts are included for a State, use "all", e.g., all congressional districts in Maryland would show as MD-all). Use the continuation sheet to enter multiple congressional districts that represent less than all congressional districts in a State or congressional districts in multiple States. *(Note: If this application is being completed by someone other than the State Extension Director, or his or her designee, the State Extension Director, or his or her designee, may need to be consulted on this question.)*
- 13a. **Funding Period, Start Date:** Enter the start date of the funding period for this submission. *Enter "10/01/2009".*
- 13b. **Funding Period, End Date:** Enter the end date of the funding period for this submission. *Enter "09/30/2010".*
- 14a. **Estimated Funding, Federal:** Federal-Enter the amount requested from the Federal agency. If the agency has specified an amount, enter that amount. *Enter your institution's FY 2010 allocation as it is listed in Appendix A to this announcement.*
- 14b. **Estimated Funding, Match:** Match-Enter the amount of funds from all other sources. *Enter the amount your institution will match.*
15. **Is Submission Subject to Review By State Under Executive Order 12732 Process?** Select "*c. Program is not covered by E.O. 12372*".

16. **Is the Applicant Delinquent On Any Federal Debt?** Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. This question applies to the applicant (institution) organization.
17. **By signing this application, I certify (1) to the statements contained in this list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms (as identified under Part VI, B) if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)** To be signed by the State Extension Director, or his or her designee, of the applicant organization. Enter the name, title, phone number, e-mail address, and fax number of the State Extension Director, or his or her designee. The *required assurances designated here include the institutions compliance with all Federal laws and regulations associated with receipt of Federal Domestic Assistance for this program. By hitting the submit button of the application, the State Extension Director, or his or her designee, certifies to the above.*

2. NIFA Supplemental Information Form (Required)

1. **Funding Opportunity Name:** *No entry required. This is pre-populated from the opportunity package.*
Funding Opportunity Number: *No entry required. This is pre-populated the opportunity package.*
2. **Program Code Name:** *Enter "Pesticide Safety Education Program"*
Program Code: *Enter "PSEP"*
3. **Type of Applicant:** *No entry required. This will be pre-populated from your entry on the application cover sheet.*
4. **Additional Applicant Types:** *Select "1862 Land-grant Institution" from the drop down menu in this block.*
5. **Supplemental Applicant Types:** *Please check all that apply.*
6. **HHS Account Information:** *This information will no longer be utilized as payments will be made via the Automated Standard Application System (ASAP) operated by the Department of Treasury's Financial Management Service.*
7. **Key Words:** *Enter "Not applicable".*
8. **Conflict of Interest List:** *Leave blank.*

3. Key Contacts Form (Required)

Applicant Organization Name: Enter the complete legal name of the institution.

Contact 1 Project Role: *Enter the contact information for the State Extension Director.*

Contact 2 Project Role: *Enter the contact information for the State Extension Director's designee or Project Director.*

Contact 3 Project Role: *Enter the contact information for the Business Office Manager/Administrator for this program.*

Contact 4 Project Role: *Enter the contact information for the person responsible for drawdowns.*

4. Budget Information for Non-Construction Programs (Standard Form (SF) 424-A) (Required)

1(a) Grant Program Function or Activity: *Enter "Pesticide Safety Education Program."*

1(b) Catalog of Federal Domestic Assistance: *Enter 10.500.*

1(c) Estimated Unobligated Funds-Federal: *Enter your institution's FY 2009 allocation as it is listed in Appendix A to this announcement.*

1(d) Estimated Unobligated Funds-Non-Federal: *Enter your institution's FY 2009 allocation or the dollar amount your institution will be able to match.*

1(e) New or Revised Budget-Federal: *Enter the amount of your institution's allocation in Appendix A. If your institution will be unable to meet its FY 2009 matching requirement, enter your institution's expected allocation based upon actual matching contributions.*

1(f) New or Revised Budget-Non-Federal: *Enter your match amount.*

NOTE: Questions regarding the completion of items 1(e) through 1(g) may be directed to the Office of Extramural Programs contact identified in Part VII.

2(a) through 4(g): *Leave these fields blank. All program information should be reported on Line 1.*

6(a) (1) Personnel: *Enter the total compensation (salaries, wages, overtime, severance pay etc.), excluding fringe benefits, expected to be paid to employees working on the PSEP or activities.*

6(b)(1) Fringe Benefits: *Enter the total fringe benefits, such as vacation time, sick leave, sabbatical leave and military leave; contributions to state retirement or other pension plans; and employer contributions or expenses for social security, employee insurance, and workmen's compensation insurance, expected to be paid to employees working on the PSEP or activities.*

6(c)(1) Travel: *Enter the total travel-related costs expected to be incurred in connection with work on the PSEP or activities.*

6(d)(1) **Equipment:** *Enter the total amount expected to be spent on tangible nonexpendable personal property including exempt property charged directly to the PSEP award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established. States may use up to 10 percent of their PSEP budget to fund new equipment.*

6(e)(1) **Supplies:** *Enter the total amount expected to be spent on all personal property excluding equipment, intangible property, and debt instruments (as defined in 7 CFR, Part 3019), and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement (“subject inventions”), as defined in 37 CFR, Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements”, which are used on the PSEP.*

6(f)(1) **Contractual:** *Enter the total amount expected to be spent on costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the institution, for work performed on the PSEP.*

6(g)(1) **Construction:** *Enter “0.”*

6(h)(1) **Other:** *Enter the total amount expected to be spent on all other costs incurred in performing the PSEP.*

6(j)(1) **Indirect Charges:** *Grantees may not charge indirect costs to projects financed by formula grants, and restrictions that apply to Smith-Lever Section 3(d) funds apply to the “pass-through” funds. Therefore, enter ‘0.’*

7(1) **Program Income:** *Enter the total amount of program income expected to be realized as the result of the PSEP.*

8(a) **Grant Program:** *Enter “Pesticide Safety Education Program.”*

8(b) **Applicant:** *Enter the total matching funds expected to be provided by the institution. If the institution receives all of its funding for matching funds from third parties (including the State), enter “0.”*

8(c) **State:** *Enter the total matching funds expected to be provided by the State.*

8(d) **Other Sources:** *Enter the total matching funds expected to be provided by sources other than the institution or the State.*

9(a) through 11(e): *Leave blank.*

13 through 22: *Leave blank.*

23 **Remarks:** *Enter any remarks regarding entries on lines 1(c) through 12(e).*

5. Budget Narrative Attachment Form (Required)

Prepare a 1-2 page maximum budget narrative in PDF format. Address each amount entered on the Budget Information for Non-Construction Programs (Standard Form (SF) 424-A) as follows:

Personnel and Fringe Benefits - Provide a brief narrative description of the number of staff and the breakdown of the number of full-time equivalent (FTE) and of salaries and benefits. This should include professional, paraprofessional, technical and clerical/secretarial staff. Do not include names or other Personally Identifiable Information (PII).

Travel - Provide a brief narrative description of funds used for local and out of state travel.

Equipment - Provide a brief narrative description of equipment budgeted for purchase and describe how it is expected to meet the program's goals.

Other Expenses – Provide a brief narrative description of other expenses. Include items listed under “Supplies,” “Contractual,” and “Other.”

To attach the narrative to the form, click on “Add a Mandatory Budget Narrative” and follow the instructions.

Only an initial budget will be requested as all budget changes are delegated to the State Extension Director.

Saving the Application

The application package can only be saved from the Grant Application Package screen. It is recommended that after the applicant completes each form/document that they click on the “Close Form” button to close the form and then save the application package by clicking on the “Save” button at the top of the Grant Application Package Screen. It is important to note that the application package will be saved to the last active directory on the applicant's computer. Therefore, the applicant should save the application package to their hard drive where it can be easily accessed. The applicant may save their application package at any time and should save the application package with the same file name each time. An error message will occur each time that the applicant saves the form before completing all of the mandatory fields on the mandatory forms or the optional forms are moved to the Optional Completed Documents for Submission column on the application package. The applicant may ignore this warning. This warning will not appear when all of the mandatory fields have been completed on all of the forms/documents in the application package.

Check Package for Errors

To initiate the Grants.gov edit check process, simply click on the “Check Package for Errors” button at the top of the screen. This process will identify all mandatory fields that have not been completed by the applicant. These errors will be displayed one at a time.

No checks against NIFA business rules will take place at this time.

Submitting the Application

The AR must open the browser, open the application and then press the Submit button. To submit the application:

1. Close all open browser(s) and running applications.
2. Open the internet browser.
3. Navigate to the physical location where the application file is located. Select the application to open.
4. The internet browser will open the application. This may take a few moments. Please be patient.
5. Once the application is completely open, click the **Save and Submit** button. (The Submit button will not become active until all mandatory documents have been properly completed and the application has been saved.) You are required to save the applications again at this point in order to begin the submission process.
6. Click **Save and Submit**.
7. A dialog box will appear and you will need to, enter your Grants.gov username and password.
8. Lastly, click **Login**.

Only the AR has the authority and user rights to **Save and Submit** an application to Grants.gov. Additional submission tips may be found at the Grants.gov website.

Grants.gov Submission Tips: http://www.grants.gov/help/submit_application_faqs.jsp

C. Certifications

Important Note: By signing Form SF-424-M, the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension, 7 CFR Part 3021 Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying, and compliance with the provisions of Chapter III, Financial Operations, of the NIFA Administrative Handbook for Cooperative Extension Work, including 7 CFR 3015, Uniform Federal Assistance Regulations; 7 CFR 3019, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations; 7 CFR 3016, Uniform Administration Requirements for Grants and Cooperative Agreements to States and Local Governments; and OMB Circulars A-21, Cost Principles for Educational Institutions (now codified at 2 CFR Part 220), and A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations (now codified at 2 CFR Part 215). If the project will involve a subcontractor or consultant, the subcontractor and/or consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

D. Submission Dates and Times

An “Application for Federal Assistance,” Form SF-424 Mandatory; NIFA Supplemental Information Form; “Key Contacts Form,” “Budget Information for Non-Construction Programs” and, Form SF-424A, “Budget Narrative”; should be submitted online at the www.grants.gov website by COB on November 3, 2010 (5:00 p.m. Eastern Time).

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses on the Key Contacts Form on the www.grants.gov website.

If an applicant has not received an acknowledgment within 60 days of the submission, the applicant must contact the Agency contact (see Part VII) immediately and ask for the application number assigned to the application. Failure to do so may result in the application not being processed and funding being held. Once the application has been assigned an application number, this number should be cited on all future correspondence.

E. Funding Restrictions

(1) Program and Extension Activities

PSEP Federal funding must be used on approved PSEP projects.

(2) Matching

7 U.S.C. 136u(a) states that “Effective with the fiscal year beginning October 1, 1978, there are authorized to be appropriated annually such funds as may be necessary for the Administrator to provide through cooperative agreements an amount equal to 50 percent of the anticipated costs to each State or Indian tribe, as agreed to under such cooperative agreements, of conducting training and certification programs during such fiscal year. If funds sufficient to pay 50 percent of the cost for any year are not appropriated, the share of each State and Indian tribe shall be reduced in a like proportion in allocating available funds.”

(3) Indirect Costs and Tuition Remission

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3319), indirect costs and tuition remission are unallowable as NIFA formula grant expenditures. Because the same restrictions that apply to Smith-Lever Act funds have applied to PSEP funds, indirect costs and tuition remission are unallowable as PSEP expenditures, as well. The same restrictions apply to the matching contributions.

PART V—SUBMISSION REVIEW REQUIREMENTS

The National Program Leader and the OEP Formula Grants Section, Awards Management Branch will determine if all program, financial, and administrative requirements have been met.

PART VI—AWARD ADMINISTRATION

A. General

Once all program, financial and administrative requirements have been met by the eligible institution, funding will be released. The OEP Formula Grants Section will notify the institutions when all requirements have been met or approved.

B. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A — USDA implementation of the Freedom of Information Act.

7 CFR Part 3 — USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A — USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121 — USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015 — USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122, now codified at 2 CFR Parts 220 and 230) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017 — USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018 — USDA implementation of Restrictions on Lobbying.

7 CFR Part 3019 — USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (codified as 2 CFR Part 215).

7 CFR 3021—USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

7 CFR Part 3052 — USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.

7 CFR Part 3407 — NIFA procedures to implement the National Environmental Policy Act of 1969, as amended.

7 CFR Part 3419—Matching funds requirement for agricultural research and extension formula funds at 1890 Land-grant Institutions, including Tuskegee University and West Virginia State University, and at 1862 Land-grant Institutions in insular areas.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

C. Expected Program Outputs and Reporting Requirements

States also must provide an annual report, using the PPRS, which is due by January 31, 2011.

Current submission requirements are dependent upon the designated method of payment for the receipt of formula grant funds. See the following for further information:

If the payment method is:

Payment Management System (PMS), then:

- 1) A **FFR** must be submitted to PMS on a quarterly basis within 30 days following the close of the quarter.
- 2) A **FINAL** must be submitted as a portable document format (pdf) attachment to an e-mail to formulagrants@nifa.usda.gov within 90 days following the grant termination.

Automated Standard Application for Payments (ASAP), then:

- 1) A **FFR** must be submitted as a pdf attachment to an e-mail to formulagrants@nifa.usda.gov on a quarterly basis within 30 days following the close of the quarter.
- 2) A **FINAL** must be submitted to formulagrants@nifa.usda.gov within 90 days following the grant termination date.

PART VII—AGENCY CONTACT

For questions regarding the PSEP, please contact: Dr. James Parochetti, National Program Leader, Plant and Animal Systems, Stop 2220, 1400 Independence Avenue, SW, Washington, DC 20250-2220; Telephone: (202) 401-4354; Fax: (202) 401-4888; E-mail: jparochetti@nifa.usda.gov.

For questions relating to the completion of the grants.gov forms and funding release, please contact: Patricia Myers, Team Leader, Formula Grants Section, Awards Management Branch, Office of Extramural Programs, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; Telephone: (202) 401-0453 ; Fax: (202) 690-3002; E-mail: formulagrantsquestions@nifa.usda.gov.

If help is needed with the Grants.gov registration process for the applicant organization, downloading or navigating PDF forms, using Adobe Reader with a Macintosh computer or with the technical aspects of submitting to the Grants.gov system, check the resources available on the Grants.gov Web site first (<http://grants.gov>).

Grants.gov assistance is also available as follows:

Grants.gov customer support

Toll Free: 1-800-518-4726

Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#)

Email: support@grants.gov

If the Authorized Representative (AR) has not received a confirmation message from Grants.gov within 48 hours of submission of an application, please contact Grants.gov customer support.

When Grants.gov is contacted, a ticket number is issued to track the response. The applicant should maintain the ticket number as documentation of electronic issues associated with the application.

Grants.gov Help Desk Operations Process is described below:

Tier 1: Grants.gov Contact Center Operator

- Handles the initial contact and attempts to resolve the call.
- If not, files a research request (escalation).

Tier 2: Research Analyst

- Escalations go to the research analyst who does further research on the issue.
- Unable to resolve, issue escalated to Grants.gov Program management Office.

Tier 3: Grants.gov PMO

- Research Analyst works with PMO to resolve the issue.
- Typical escalations: Policy questions/System bugs/Training or Meeting Requests.

**UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL INSTITUTE OF FOOD AND AGRICULTURE**

FY 2010 Distribution of Funds to Eligible Institutions for Extension
for Pesticide Safety Education Program (PSEP)

Award # 2010-48024 and 2010-48679

Appendix A - Final

<u>State</u>	<u>Institution</u>	<u>Award Number</u>	<u>FY 2010 Allocation Amount for</u>	<u>FY 2010 Overall Allocation</u>	<u>100% Matching Requirement</u>
AL	Auburn University	2010-48024-00100	\$ 12,683	\$ 20,608	\$ 20,608
		2010-48679-00100	7,925		
AK	University of Alaska-Fairbanks	2010-48024-00200	9,930	16,132	16,132
		2010-48679-00200	6,202		
AMERICAN SAMOA	American Samoa Community College	2010-48024-05500	9,588	15,575	15,575
		2010-48679-05500	5,987		
AZ	University of Arizona	2010-48024-00300	12,595	20,465	20,465
		2010-48679-00300	7,870		
AR	University of Arkansas	2010-48024-00400	15,922	25,874	25,874
		2010-48679-00400	9,952		
CA	University of California	2010-48024-00500	29,808	48,454	48,454
		2010-48679-00500	18,646		
CO	Colorado State University	2010-48024-00600	12,773	20,755	20,755
		2010-48679-00600	7,982		
CT	University of Connecticut	2010-48024-00700	10,852	17,631	17,631
		2010-48679-00700	6,779		
DE	University of Delaware	2010-48024-00800	10,531	17,109	17,109
		2010-48679-00800	6,578		
FL	University of Florida	2010-48024-00900	17,779	28,894	28,894
		2010-48679-00900	11,115		

GA	University of Georgia	2010-48024-01000	18,950		
		2010-48679-01000	11,848	30,798	30,798
GUAM	University of Guam	2010-48024-05301	9,100		
		2010-48679-05301	5,682	14,782	14,782
HI	University of Hawaii	2010-48024-01100	10,185		
		2010-48679-01100	6,362	16,547	16,547
ID	University of Idaho	2010-48024-01200	11,997		
		2010-48679-01200	7,495	19,492	19,492
IL	University of Illinois	2010-48024-01300	19,503		
		2010-48679-01300	12,195	31,698	31,698
IN	Purdue University	2010-48024-01400	17,124		
		2010-48679-01400	10,705	27,829	27,829
IA	Iowa State University	2010-48024-01500	20,294		
		2010-48679-01500	12,690	32,984	32,984
KS	Kansas State University	2010-48024-01600	15,484		
		2010-48679-01600	9,678	25,162	25,162
KY	University of Kentucky	2010-48024-01700	17,343		
		2010-48679-01700	10,842	28,185	28,185
LA	Louisiana State University	2010-48024-01800	12,971		
		2010-48679-01800	8,105	21,076	21,076
ME	University of Maine	2010-48024-01900	10,478		
		2010-48679-01900	6,545	17,023	17,023
MD	University of Maryland at College Park	2010-48024-02000	12,030		
		2010-48679-02000	7,517	19,547	19,547
MA	University of Massachusetts	2010-48024-02100	10,676		
		2010-48679-02100	6,668	17,344	17,344
MI	Michigan State University	2010-48024-02200	17,258		
		2010-48679-02200	10,789	28,047	28,047

MN	University of Minnesota	2010-48024-02300	17,474		
		2010-48679-02300	10,924	28,398	28,398
MS	Mississippi State University	2010-48024-02400	13,236		
		2010-48679-02400	8,271	21,507	21,507
MO	University of Missouri	2010-48024-02500	17,447		
		2010-48679-02500	10,908	28,355	28,355
MT	Montana State University	2010-48024-02600	12,036		
		2010-48679-02600	7,520	19,556	19,556
NE	University of Nebraska	2010-48024-02700	18,531		
		2010-48679-02700	11,586	30,117	30,117
NV	University of Nevada-Reno	2010-48024-02800	10,350		
		2010-48679-02800	6,464	16,814	16,814
NH	University of New Hampshire	2010-48024-02900	10,189		
		2010-48679-02900	6,364	16,553	16,553
NJ	Rutgers University	2010-48024-03000	13,963		
		2010-48679-03000	8,726	22,689	22,689
NM	New Mexico State University	2010-48024-03100	3,746		
		2010-48679-03100	2,330	6,076	6,076
NY	Cornell University	2010-48024-03200	19,507		
		2010-48679-03200	12,195	31,702	31,702
NC	North Carolina State University	2010-48024-03300	20,321		
		2010-48679-03000	12,706	33,027	33,027
ND	North Dakota State University	2010-48024-03400	14,301		
		2010-48679-03400	8,938	23,239	23,239
NORTHERN MARIANAS	Northern Marianas College	2010-48024-05700	8,619		
		2010-48679-05700	5,381	14,000	14,000
OH	Ohio State University	2010-48024-03500	18,281		
		2010-48679-03500	11,429	29,710	29,710

OK	Oklahoma State University	2010-48024-03600	17,042		
		2010-48679-03600	10,654	27,696	27,696
OR	Oregon State University	2010-48024-03700	12,614		
		2010-48679-03700	7,882	20,496	20,496
PA	Pennsylvania State University	2010-48024-03800	20,116		
		2010-48679-03800	12,578	32,694	32,694
PR	University of Puerto Rico	2010-48024-03900	15,345		
		2010-48679-03900	9,592	24,937	24,937
RI	University of Rhode Island	2010-48024-04000	9,895		
		2010-48679-04000	6,179	16,074	16,074
SC	Clemson University	2010-48024-04100	13,406		
		2010-48679-04100	8,378	21,784	21,784
SD	South Dakota State University	2010-48024-04200	15,781		
		2010-48679-04200	9,865	25,646	25,646
TN	University of Tennessee	2010-48024-04300	19,656		
		2010-48679-04300	12,291	31,947	31,947
TX	Texas A&M University	2010-48024-04400	27,293		
		2010-48679-04400	17,071	44,364	44,364
UT	Utah State University	2010-48024-04500	11,463		
		2010-48679-04500	7,161	18,624	18,624
VT	University of Vermont	2010-48024-04600	10,098		
		2010-48679-04600	6,307	16,405	16,405
VA	Virginia Polytech Institute & State University	2010-48024-04700	14,013		
		2010-48679-04700	8,758	22,771	22,771
VIRGIN ISLANDS	University of the Virgin Islands	2010-48024-05200	9,606		
		2010-48679-05200	5,999	15,605	15,605
WA	Washington State University	2010-48024-04800	19,231		
		2010-48679-04800	12,024	31,255	31,255

WV	West Virginia University	2010-48024-04900	10,594		
		2010-48679-04900	6,617	17,211	17,211
WI	University of Wisconsin	2010-48024-05000	17,800		
		2010-48679-05000	11,128	28,928	28,928
WY	University of Wyoming	2010-48024-05100	12,192		
		2010-48679-05100	7,617	19,809	19,809
Total			<u>\$1,300,000</u>	<u>\$1,300,000</u>	<u>\$1,300,000</u>