

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

FUNDING OPPORTUNITY TITLE: Pesticides Health Care Initiative: National and Community Based Health Care Provider Training for Pesticide Illness

STATUTORY AUTHORITY: 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.

ANNOUNCEMENT TYPE: Notice of Funding Opportunity

ASSISTANCE LISTING: 66.720 (PRIA 5: Farm Worker and Health Care Provider Training and Education Grants)

FUNDING OPPORTUNITY NUMBER: EPA-OCSP-OPP-2024-005

ACTION: Notice of Funding Opportunity, Amendment No. 1

DATE: October 3, 2024

SUMMARY: This Notice revises the anticipated notification of selection and anticipated award dates.

Accordingly,

- Page numbering has been updated throughout document to reflect this amendment.
- **Important Dates** section now notes that the anticipated notification of selection date is *March 2025* and the anticipated award date is *June 2025*.



US Environmental Protection Agency
Office of Pesticide Programs

Funding Opportunity Announcement:

**Pesticides Health Care Initiative: National and Community
Based Health Care Provider Training for Pesticide Illness**
EPA-OCSP-OPP-2024-005

Funding Opportunity No. EPA-OCSPP-OPP-2024-005

Federal Agency and Office Name: Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSPP), Office of Pesticide Programs (OPP), Pesticide Re-evaluation Division (PRD)

Funding Opportunity Title: Pesticides Health Care Initiative: National and Community Based Health Care Provider Training for Pesticide Illness

Announcement Type: Notice of Funding Opportunity

Funding Opportunity Number: EPA-OCSPP-OPP-2024-005

Assistance Listing Number: 66.720 (PRIA 5: Farm Worker and Health Care Provider Training and Education Grants)

IMPORTANT DATES

Notice of Funding Opportunity (NOFO) Closes - APPLICATIONS DUE – December 19, 2024

Anticipated notification of selection – March 2025

Anticipated award – June 2025

Application packages must be submitted electronically to EPA through [Grants.gov](https://www.Grants.gov) (www.Grants.gov) no later than **December 19, 2024 at 11:59 p.m. Eastern Time (ET)**. Applications received after the closing date and time will not 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 **October 31, 2024**, to OPPGA@epa.gov. Please **include the number of this announcement** (EPA-OCSPP-OPP-2024-005) **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 noted above.

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SECTION I. FUNDING OPPORTUNITY DESCRIPTION

Note: An EPA grantee is providing grant-related technical assistance for applicants to this Notice of Funding Opportunity (NOFO). The details about grant-related technical assistance are found in *Section IV.A*.

SUMMARY: The U.S. Environmental Protection Agency (EPA or the Agency) is soliciting proposals from eligible applicants for a cooperative agreement to improve health care providers' (HCPs) ability to prevent, recognize, treat, manage, and report pesticide-related illness. EPA also aims to ensure that HCPs consider the social determinants of health, cultural context, and vulnerabilities of patients at high risk of pesticide-related illness. EPA intends to award one cooperative agreement under this solicitation. The total estimated funding expected to be available for awards under this competitive opportunity is up to \$2.1 million over five years. EPA expects to award an estimated \$200,000 for the first project year and no more than \$500,000 per year over the remaining four years of the agreement. Funding is dependent upon Agency appropriations, funding availability, Agency priorities, and other applicable considerations. With this award, EPA seeks to expand on the progress of previous projects and incorporate partnerships to ensure that the program has national reach and local applicability.

A. Background

EPA's mission is to protect human health and the environment for all with an emphasis on communities adversely and disproportionately affected by environmental harms. Objective 7.1 of EPA's FY 2022-2026 Strategic Plan is to ensure chemical and pesticide safety in order to protect the health of families and communities. EPA complements risk assessment and risk management processes inherent in pesticide registrations with several cooperative agreements including the training of health care providers (HCPs) on how to recognize and treat illness related to pesticide exposure.

Pesticide-related illnesses are widely misdiagnosed and underreported.¹ This may owe, in part, to limited training opportunities for HCPs on occupational and environmental health. HCPs may be

¹ 1. Harchelroad, F., et al. Treated vs Reported Toxic Exposures: Discrepancies Between a Poison Control Center and a Member Hospital. *Veterinary and Human Toxicology*. April 1990, Vol. 32, pp.156–159.

2. Chafee-Bahamon, C., et al. Patterns in Hospitals' Use of a Regional Poison Information Center. *American Journal of Public Health*. April 4, 1983. Vol. 73, pp. 396–400.

3. Veltri, et al. Interpretation and Uses of Data Collected in Poison Control Centres in the United States. *Medical Toxicology and Adverse Drug Experience*. November– December 1987. Vol. 6, pp. 389–97.

4. Mehler L. N., et al. California Surveillance for Pesticide-Related Illness and Injury: Coverage, Bias, and Limitations. *Journal of Agromedicine*. 2006. Vol. 11(2), pp. 67–79.

5. U.S. House of Representatives. Hidden Tragedy: Underreporting of Workplace Injuries and Illnesses. Committee on Education and Labor. Washington: Government. 2008.

6. Ruser, J. W. Examining Evidence on Whether BLS Undercounts Workplace Injuries and Illnesses. *Monthly Labor Review*. August 2008. Pp. 20–32.

7. Calvert, G., et al. Acute pesticide poisoning among agricultural workers in the United States, 1998– 2005. *Journal of Industrial Medicine*. 2008. Vol. 51 (12), pp. 883–898.

unaware of the unique circumstances and effects of pesticide exposures. Thus, HCPs may not follow healthcare protocols relevant to pesticide exposure, such as taking occupational health histories to determine patients' risk of pesticide illness, correctly diagnosing a condition, or reporting pesticide exposures and illnesses to public health authorities.

Socioeconomic factors further complicate the care and treatment of patients with pesticide-related illnesses. Certain populations are disproportionately burdened by pesticide-related illness and its misdiagnosis. Farmworkers, for instance, are at elevated risk of exposure due to their occupation. This population is largely comprised of people of color and immigrants with limited English proficiency, low incomes, and limited access to healthcare.

For several decades, EPA has funded and supported efforts to improve HCP's ability to recognize, treat, and manage pesticide-related illness. EPA collaborates with the Centers for Disease Control on the Sentinel Event Notification System for Occupational Risk (SENSOR) Pesticides program that collects data on acute pesticide poisoning incidents and publishes reports for healthcare providers. From 1998 to 2003, EPA led the *National Strategies for Health Care Providers: Pesticides Initiative* (HCPPI), which developed guidelines for training HCPs on pesticide-related illness. Subsequent cooperative agreements put the HCPPI's recommendations into practice. Between 2005 and the present, grantees have developed and disseminated pesticide educational resources for HCPs; developed HCP trainings and continuing education units; revised medical and nursing curricula to include environmental and occupational health; trained HCPs; and collaborated with organizations including Federally Qualified Health Centers and Pediatric Environmental Health and Safety Units.

In 2022, Congress passed the Pesticide Registration Improvement Act of 2022 (PRIA 5). That law reserved funding for technical assistance and training of HCPs on the recognition, treatment, and management of pesticide-related illnesses. PRIA 5 also required EPA to solicit stakeholder input in the formulation of the HCP training cooperative agreement. On September 25, 2023, EPA published a Request for Information (RFI) seeking feedback from the public on the proposed design of this agreement. The RFI posed specific questions on the proposed program design to ensure that training and technical assistance appropriately considers the cultural context, social determinants of health (SDOH), and vulnerabilities of populations at high-risk of pesticide-related illness. EPA received 16 comments from individuals and organizations, including non-profit farmworker organizations, medical associations, university medical school programs, and health care practitioners. Feedback collected through the RFI helped shape this Notice of Funding Opportunity.

B. Definitions

Community-based organization – A non-governmental organization that has demonstrated effectiveness as a representative of a community or a significant segment of a community and that helps members of that community or segment obtain environmental, educational, or other social services. A community-based organization must be a nonprofit or not for profit

corporation in good standing under state or tribal law with authority to enter into binding legal agreements. The community-based organization need not be tax exempt under the Internal Revenue Code but may use documentation of tax- exempt status to demonstrate that it is a nonprofit. Such organizations may include, for example, organizations serving farmworker communities.

Health care providers (HCPs) – Persons involved in some capacity with healthcare and/or the treatment of patients. This may include direct healthcare providers (e.g., physicians, nurse practitioners, physician assistants, nurses etc.). It may also include those who work alongside direct health care providers to address SDOH or promote awareness of health issues, such as community health workers (*promotores de salud*), outreach staff, social workers, and patient navigators. Other clinic staff (e.g., front-desk and triage staff) may also be considered HCPs.

Populations at high risk of pesticide-related illness – Groups of individuals that, because of their occupation, living conditions, patterns of food and water consumption, cultural practices, or other factors, are at an increased risk of pesticide-related illness in comparison to the general population. This may include farmworkers, pesticide applicators/handlers, landscapers, and their relatives; Tribal communities where pesticides are used; people in jails, prisons, or immigration detention facilities where pesticides are applied; custodial workers; warehouse workers; and public housing residents.

C. Scope of Work and Objectives

1. Purpose and Scope

The purpose of this cooperative agreement (or agreement) is to help improve HCP's ability to prevent, recognize, treat, manage, and report pesticide-related illness at the national, state, and local levels. The five-year agreement awarded under this program aims to ensure that HCPs are considering SDOH, cultural context, and vulnerabilities of patients at high risk of pesticide-related illness. The agreement should also strengthen collaboration among HCP organizations and organizations serving populations at high risk of pesticide-related illness.

2. Objectives

This cooperative agreement will have two main objectives:

Objective 1: Administer a national training and technical assistance program to improve the prevention, recognition, treatment, management, and reporting of pesticide-related illness by HCPs – particularly those serving patient populations at high risk of pesticide-related illness.

Objective 2: Administer a partnership program to inform the *Objective 1* activities and ensure they have both national reach and local applicability.

Organizations that are partnered to fulfill *Objective 2*, must meet at least two of the following criteria:

- Non-profit, community-based organization;
- Demonstrated experience providing training, technical support, and/or resources to HCPs;
- Demonstrated experience working locally or at the state level with a community at high risk of pesticide-related illness; serving as “trusted messengers” to that community;
- Demonstrated experience working within the cultural context of patients at high risk of pesticide-related illness.

3. Activities to be Funded

The recipient of this agreement must address the following underlined categories to deliver training to HCPs, provide technical assistance to HCPs, develop resources for HCPs, and administer a partnership program. To further illustrate activities that may be funded, examples are provided under each identified category. The examples do not represent an exhaustive list:

Training

- Training HCPs on the prevention, recognition, treatment, and management of pesticide-related illness;
- Training HCPs in the use of occupational and environmental health screening tools and conducting community outreach and screening on pesticide exposure;
- Delivering pesticide-related Continuing Education Units (CEUs) and trainings to HCPs—particularly those who serve populations at high risk of pesticide-related illness, such as farmworkers;
- Developing and/or adapting pesticide CEUs and trainings for HCPs;
- Developing and delivering training for HCPs on reporting pesticide-related illness;
- Involving HCPs in the development of training or training materials;
- Adapting trainings to fit specific health care centers’ approach to training (e.g., a team-based approach to care that provides basic training for all staff along with role-specific training as used in community health care centers);
- Developing training on cultural competence and humility that includes topics, such as:
 - Recognizing the specific needs of various cultures, genders, religions, socio-economic statuses, citizenship status, etc.;
 - Understanding the importance of building trust and rapport with farmworker patients;
 - Providing interpretation/translation and bilingual/multilingual information;

- Developing teaching materials to support HCPs that serve agricultural communities with an emphasis on educating HCPs on [Worker Protection Standard \(WPS\)](#) provisions, such as:
 - Designated Representative – a worker’s right to designate a person (e.g., a HCP) to request and obtain, on behalf of the worker, a copy of the pesticide application and hazard information required by [§ 170.309\(h\)](#) in accordance with [§ 170.311\(b\)](#).
 - Agricultural employer duties to provide emergency assistance in accordance with [§ 170.309\(f\)](#).

Technical Assistance

- Providing technical assistance to health centers to improve systems to screen for and document occupational and environmental factors associated with pesticide illness;
- Providing technical assistance to health centers on ways to incorporate information on the recognition and management of pesticide exposure into their electronic medical record systems;
- Providing technical assistance to health centers to improve systems for reporting pesticide-related illness;
- Providing technical assistance to health centers to better capture occupational and environmental health data in electronic health records;

Resource Development

- Promoting and building on the tools and materials developed through past EPA projects, including but not limited to:
 - [Recognition and Management of Pesticide Poisonings Manual](#)
 - [National Pesticide Practice Skills Guidelines Medical and Nursing Practice](#)
- Creating a repository for materials and reports created under previous agreements;
- Involve HCPs in the development or adaptation of resources;
- Developing educational resources focused on topics such as:
 - SDOH, particularly occupational and environmental factors, low literacy levels, limited formal education, language, immigration status, limited ability to access to health insurance, financial responsibilities, and discrimination;
 - Materials on how to respond quickly and appropriately to the signs and symptoms of acute and chronic low-dose exposure to pesticides;
 - Bilingual, culturally contextual educational materials to help health care providers offer information and education to farmworkers and farmworker family members about ways to protect themselves from pesticide exposure and/or heat stress;

- Case studies specific to patient populations at high risk of pesticide-related illness;
- Common pesticides and symptoms of pesticide-related illness in target geographic areas, for specific crops, and/or in particular patient populations;
- Understanding and working within the cultural context of patient populations at high risk of pesticide-related illness;
- Effective HCP communication with patients at high risk of pesticide-related illness;
- Use of Electronic Health Records systems to effectively track pesticide-related illness across a patient population;
- Reporting requirements in target states or geographic areas;
- Different avenues for reporting pesticide-related illness that consider SDOH, cultural context, and vulnerabilities that may make patient populations wary of reporting pesticide-related illness;
- Addressing obstacles to reporting among providers;
- Disseminating educational resources to healthcare providers—particularly those who serve populations at high risk of pesticide-related illness;

Partnership Program

- Creating a structure by which all collaborators contribute to the continuous monitoring and evaluation of activities for the entire lifecycle of the project;
- Creating a partnership program that involves community-based organizations serving populations at high-risk of pesticide-related illnesses, such as farmworker serving organizations;
- Utilizing the partnership program to bridge communication between vulnerable communities and HCPs;
- Incorporating HCPs as collaborators to expand HCP knowledge on medical symptoms and research on pesticide-related illnesses;
- Collaborating with organizations that have extensive knowledge of farmworker health issues rather than creating new research or information gathering efforts;
- Building sustainable networks that link HCPs who serve populations at high risk of pesticide illness to experts on occupational and environmental health;
- Expanding the reach of the project by partnering with a wide variety of organizations;
- Working with organizations, such as:
 - Federally Qualified Health Centers
 - Migrant Health Centers
 - Community Health Centers
 - Rural Health Clinics
 - Indian Health Service

- Pediatric Environmental Health and Safety Units
- Pesticide Safety Education Programs
- National Pesticide Information Center
- Farmworker serving or advocacy organizations
- Environmental justice organizations
- Medical schools, nursing programs, and physicians assistant programs
- National academic accrediting boards
- Primary care associations, professional associations, and other HCP networks

If the activities the successful applicant has proposed involve the collection and/or use of environmental data, a full quality assurance/quality control plan would have to be negotiated with EPA after selection. The submission of a written [Quality Assurance Project Plan](#) (QAPP) to EPA for approval may thus be required under this announcement, depending upon the successful applicant's project design. If EPA determines that a QAPP is necessary, no environmental data activities may begin until EPA approves a QAPP. QAPPs are not required with applications.

D. EPA Strategic Plan Linkage, 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 EPA Order 5700.7A1, [Environmental Results under Assistance Agreements](#)).

1. Linkage to EPA Strategic Plan

The activities to be funded under this announcement support the [FY2022-2026 EPA Strategic Plan](#). Awards made under this solicitation will support Goal 7 which aims to "Ensure Safety of Chemicals for People and the Environment" by increasing "the safety of chemicals and pesticides and prevent pollution at the source;" and specifically, Objective 7.1, which aims to "Ensure Chemical and Pesticide Safety" by protecting "the health of families, communities, and ecosystems from the risks posed by chemicals and pesticides."

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](#)). Applicants must describe 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.

2. Outputs

The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance-agreement funding period. The anticipated outputs of this cooperative agreement are to successfully accomplish activities under each of the categories listed in *Section I.C.3. Activities to be Funded* (e.g., Training, Technical Assistance, Resource Development, and Partnership Program), as well as any additional activities proposed by the applicants.

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

Training

- Number of accredited continuing education courses developed and/or adapted on the prevention, recognition, treatment, management, and/or reporting of pesticide-related illness.
- Number of HCPs that effective training sessions are delivered to on the prevention, recognition, treatment, management, and/or reporting of pesticide-related illness.

Technical Assistance

- Number of health centers receiving technical assistance on screening for and documenting occupational and environmental factors associated with pesticide illness.
- Number of health centers receiving technical assistance on the reporting of pesticide related illness.

Resource Development

- Number of tools and educational resources developed for HCPs on the prevention, recognition, treatment, management, and/or reporting of pesticide related illness.
- Number of tools and educational resources adapted for HCPs serving specific populations at high risk of pesticide related illness.
- A marketing plan that accompanies each resource and tool developed.
- Number of HCPs and health centers that educational resources are disseminated to on the prevention, recognition, treatment, management, and/or reporting of pesticide related illness.
- A website that is updated and maintained for access to pesticide related resources and links to partners.

Partnership Program

- Number of partnerships developed and maintained.

- Number of strategic meetings organized and facilitated to promote the prevention, recognition, treatment, management and reporting of pesticide related illness.

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 and correlate with the objectives of the workplan. They do not have to be achieved within the assistance agreement funding period.

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

- An overall increase in the recognition and treatment of pesticide related illness and injury by those involved in providing health care to populations at high risk of pesticide related illness.
- An increase in the awareness of pesticide reporting requirements, the importance and need to report pesticide illness, and the different avenues for reporting (e.g., state reporting systems, National Pesticide Information Center (NPIC), EPA, existing surveillance programs, etc.).
- An increase in the rate of reporting of pesticide-related illnesses.
- Greater HCP consideration for the SDOH, cultural context, and vulnerabilities of patients at high risk of pesticide-related illness.
- Increased HCP screening for occupational and environmental health.
- Improved communication with populations at high risk of pesticide related illness.
- An establishment of sustainable networks focused on improving the prevention, recognition, treatment, management, and reporting of pesticide related illness.
- Improved health of populations at high risk of pesticide-related illness.

4. Performance Measures

The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful processes and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. Additional details on reporting requirements are included in *Section VI.D*.

Descriptions of performance measures should directly relate to project outcomes and outputs, which will include tracking, measuring, and reporting actual

accomplishments against proposed outputs/outcomes and timelines/milestones. The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short-term and long-term results the project will achieve?
- How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

The description of performance measures should include:

- Overall five-year and annual goals, objectives, examples of outputs (including projects, programs and resources) and outcomes.
- 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.
- A final report that demonstrates the success of the program provides lessons learned, suggests how to carry the program forward and build on its success, and feedback from stakeholders on needed tools and resources.

E. 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. The Pesticide Registration Improvement Act of 2022 (PRIA 5) amended FIFRA. Section 703(a)(1)(H) of PRIA 5 reserved funding for fiscal years 2023-2027 for HCP training. In line with the PRIA 5 requirements, this cooperative agreement will fund a program to improve the prevention, recognition, treatment, management, and reporting of pesticide-related illness.

F. Human Subjects Studies

Questions about Human Subjects Studies should be directed to the [Human Subjects Research Review Official](#).

G. Minority Serving Institutions

EPA recognizes that it is important to engage all available minds to address the environmental challenges the nation faces. At the same time, EPA seeks to expand the environmental conversation by including members of communities which may

have not previously participated in such dialogues to participate in EPA programs. For this reason, EPA strongly encourages all eligible applicants identified in *Section III.A.*, including minority serving institutions (MSIs), to apply under this opportunity.

Section II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is up to \$2.1 million over five years. EPA expects to award an estimated \$200,000 for the first project year and no more than \$500,000 per year for the remaining four years. Funding is dependent upon Agency appropriations, funding availability, Agency priorities, and other applicable considerations.

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 applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

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

EPA intends to award one cooperative agreement under this solicitation.

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

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

The project period for awards resulting from this solicitation is estimated to begin in June 2025, with an estimated completion date of June 2030.

E. Funding Type

EPA intends to award one cooperative agreement under this solicitation. Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicant(s) in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects may include:

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

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

Section III. ELIGIBILITY INFORMATION

A. Eligible Entities

Eligibility is limited to nonprofit organizations with demonstrated experience in providing technical assistance and training to HCPs who serve farmworker populations, in accordance with 66.720 PRIA 5: Farm Worker and HCP Training and Education Grants.

Nonprofit organization, as defined by 2 CFR 200.70, 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 200.1 specifically excludes the following types of organizations from the definition of “nonprofit organization” because they are separately defined in the regulation: (i) institutions of higher education; and (ii) state, local and federally-recognized Indian tribal governments. Individuals and for-profit organizations are also not eligible to apply.

While not considered to be a “nonprofit organization(s)” as defined by 2 CFR 200.1, Institutions of Higher Education are, nevertheless, eligible to submit applications under this NOFO as part of a coalition as long as the lead organization meets the eligibility criteria above. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.1 are also eligible to be subrecipients. For-profit colleges, universities, trade schools, and hospitals are ineligible.

Groups of two or more nonprofit organizations 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 nonprofit 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. The coalition agreement must also specify roles in performing the scope of work for the agreement.

Coalitions are **not required** in applications, and EPA is not specifically encouraging coalitions. Coalitions are **not the same** as the partnership program specified in Objective #2 of *Section I.C.2*.

Organizations applying for a cooperative agreement as a coalition with another organization must have entered into a written agreement designating a member of the coalition to be the lead organization. The lead organization will be accountable to EPA for proper expenditure of funds and responsible for the performance of the assistance agreement and liability claims for recovery of unallowable costs. The lead organization will be EPA's point of contact for the agreement. As provided in 2 CFR 200.332, subrecipients (organizations in the coalition who are not the lead organization and receive subawards from the lead organization) are accountable to the lead organization for proper use of EPA funding.

Subrecipients must be consistent with the definition of "subaward" in 2 CFR 200.1 and comply with EPA's [Subaward Policy](#), including that every organization that receives a subaward have a "unique entity identifier" (DUNS number).

For-profit organizations are not eligible for subawards under this grant program but may receive procurement contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 CFR Part 200 and/or 2 CFR Part 1500, as applicable. The regulations at 2 CFR 1500.10 contain limitations on the extent to which EPA funds may be used to compensate individual consultants. Refer to the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for guidance on competitive procurement requirements and consultant compensation. Do not name a procurement contractor (including a consultant) as a "partner" or otherwise in your application unless the contractor has been selected in compliance with competitive procurement requirements.

B. Threshold Eligibility Criteria

Threshold eligibility criteria are requirements that if not met by the time of application submission, will result in the elimination of the application from consideration for funding. Only applications from eligible applicants (see *Section III.A.*) that meet all these criteria will be evaluated against the ranking criteria in *Section V. APPLICATION REVIEW INFORMATION* of this announcement. If necessary, EPA may contact applicants to clarify threshold eligibility

questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration due to the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

The threshold eligibility criteria for application content and submission are as follows:

1. Applications must substantially comply with the application submission instructions and requirements set forth in *Section IV. APPLICATION AND SUBMISSION INFORMATION* of this announcement or else they will be rejected.
2. Where a page limit is expressed in *Section IV. APPLICATION AND SUBMISSION INFORMATION* with respect to the application, or parts thereof, in excess of the page limitation will not be reviewed. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.
3. In addition, initial applications must be submitted through [Grants.gov](https://www.grants.gov) as stated in *Section IV. APPLICATION AND SUBMISSION INFORMATION* of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in *Section IV.*) on or before the application submission deadline published in *Section IV.* of this announcement. Applicants are responsible for following the submission instructions in *Section IV.* of this announcement to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through [Grants.gov](https://www.grants.gov) should follow the instructions provided in *Section IV.*, which include both the requirement to contact [Grants.gov](https://www.grants.gov) and email a full application to EPA prior to the deadline.
4. Applications submitted outside of [Grants.gov](https://www.grants.gov) will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA mishandling or technical problems associated with [Grants.gov](https://www.grants.gov) or [SAM.gov](https://www.sam.gov). 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 submission outside of [Grants.gov](https://www.grants.gov).
5. The proposal must address both objectives described in *Section I.C.2.*
6. Submissions must contain specific outputs and outcomes and state how those will be measured and documented.
7. Applications must not exceed a performance period of five years or request a funding level of more than \$2.1 million for the full performance period.
8. Applicants must be nonprofit organizations (or may represent units of government and Institutions of Higher Education) with demonstrated experience in providing technical assistance and training to HCPs who serve farmworker populations as described in *Section III.A.*
9. EPA will consider only one application from each eligible applicant.
10. Ineligible activities: If an application is submitted that includes any ineligible activities/costs (e.g., trainee stipends, fundraising costs, or any expenses related to alcohol), that portion of the application will be ineligible for funding and may, depending

on the extent to which it affects the application, render the entire application ineligible for funding. *Allowable costs* are those costs necessary and reasonable for the performance of the grant that are consistent with the policies and procedures that apply uniformly to both EPA grant activities and other activities of an organization. *Unallowable costs* are those that EPA will not reimburse as part of a grant or cooperative agreement.

C. Cost Sharing or Matching

No cost sharing/matching funds, voluntary cost sharing or leveraged resources are required as a condition of eligibility under this competition. Voluntary cost sharing if proposed, will not be considered during the evaluation of proposals.

Applicants are not required to but may also choose to commit to a voluntary cost share. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project beyond what is required by the mandatory cost share. Voluntary cost shares must be included in the budget detail portion of the project narrative and on the applicant's SF-424 and SF-424A forms. In addition, the applicant must describe in the application how and when the applicant will obtain the voluntary cost share and how the funding will be used. Voluntary cost share contributions must be for eligible costs. Applicants may use their own funds or other sources for voluntary cost share if the standards of 2 CFR Part 200, as applicable, are met. If the source of an applicant's proposed cost share is a named project partner, the applicant must provide a letter of commitment from the named project partner. Note that even if a project partner provides a letter of commitment, it is the grant recipient who is ultimately responsible for ensuring that the voluntary cost share is met.

Successful applicants who include voluntary cost share will be legally obligated to provide the proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during the performance period of the grant or cooperative agreement, the EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200.

Section IV. APPLICATION AND SUBMISSION INFORMATION

A. Grant-related Technical Assistance

An EPA grantee is providing technical assistance for applicants to this NOFO. Technical assistance will be available for activities including, but not limited to, preparing an application and navigating SAM.gov. Further details on technical assistance that will be available through EPA's technical assistance grantee can be found on [EPA's Pesticides Cooperative Agreement page](#). Receiving technical assistance does not guarantee that applicants will be selected for funding.

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

Applicants must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity based on the Grants.gov instructions in this announcement. If your organization has no access to the internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined on the **Exceptions to the Grants.gov Submission Requirements** [webpage](#). Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this opportunity only are addressed in Appendix A - *Technical Issues with Submission*.

C. Submission Deadline & Instructions: SAM.gov, Grants.gov, Submission Process, and Technical Issues with Submission (See Appendix A)

Your organization's Authorized Official Representative (AOR) must submit your complete application electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **December 19, 2024 at 11:59 PM Eastern Time**. Please allow for enough time to successfully submit your complete application and allow for unexpected errors that may require you to resubmit. For more information on how to submit your application, including SAM.gov and Grants.gov registration processes, please see Appendix A.

Applications submitted through Grants.gov will be time and date stamped electronically. Please note that successful submission of your application through Grants.gov does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not be considered.

D. Application Materials

The following forms and documents are required under this announcement:

- Application for Federal Assistance (SF-424).
- Budget Information for Non-Construction Programs (SF-424A).
- EPA Key Contacts Form (5700-54).
- Pre-award Compliance Review Report (4700-4).
- Project Narrative Attachment Form: Use this to submit your Project Narrative, prepared as described below in *Section IV.E. Narrative Proposal*. Additional information about the budget is in Appendix B.
- Brief resumes (not to exceed two pages each) for the project coordinator and key staff.

The following documents are optional:

- Letters of Support – May be included in the application if the project narrative describes partnerships or coalitions. A letter of support should clearly state the intent and the

contribution or in-kind services brought to the project. Letters of recommendation will not be considered.

- Application proposal checklist (see Appendix C).

E. Narrative Proposal

The Narrative Proposal must have all parts in sequential order, as shown starting at 1) Cover Page and ending at 4) Proposed Project Workplan Part D. (Budget Narrative). Each page must be numbered, single-spaced, in 11-point font, and formatted for 8.5 x 11-inch paper. Electronic files must be readable in Adobe Acrobat PDF or Microsoft Word for Windows. The Narrative Proposal must not exceed 40 pages (this does not include the attachments). Each page past the 40-page limit will not be considered. Federal forms, resumes, letters, or checklists will not count toward the page limit. (See *Section III.C. Threshold Eligibility Criteria*).

1. Cover Page

The cover page must list the following information with the letterhead for your organization:

- EPA funding opportunity number: EPA-OCSP-OPP-2024-005
- Project Title:
- Project Coordinator:
- Organization Name and Address:
- Telephone Number:
- Email Address:
- Project Duration (anticipated start date and end no later than date):
- First Year Funding Request:
- Total Funding Request (for the entire five-year project):
- Unique Entity Identifier (UEI) generated from the System for Award Management (SAM). (See Appendix A)

2. Table of Contents

A table listing the different parts of the application and the page number on which each part begins.

3. Executive Summary

A stand-alone, concise description of the proposed program with objectives, outputs, and outcomes; and one sentence explaining how your organization meets the eligibility factors in *Section III. ELIGIBILITY INFORMATION, A. Eligible Entities*.

4. Proposed Project Workplan

Clearly describe how the proposed project meets the requirements and guidelines in this announcement under *Sections I. FUNDING OPPORTUNITY DESCRIPTION, II. AWARD INFORMATION, and III. ELIGIBILITY INFORMATION.*

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

Project Title

Part A. Project Scope and Objectives

(See *Section I. Funding Opportunity Description*)

1. Scope, Goal and Objectives

Explain how your organization’s overall approach would meet objectives and include:

- a) A concise purpose statement on anticipated accomplishments and how they would benefit the public, specifically populations at high-risk of pesticide-related illness.
- b) A goal linked to the purpose and a numbered list of concisely written objective(s) that are specific, and measurable. Include how the goal and objectives link to [EPA FY 2022-2026 Strategic Plan](#) Goal 7, Objective 7.1 - *Ensure Chemical and Pesticide Safety by protecting “the health of families, communities, and ecosystems from the risks posed by chemicals and pesticides.”*

2. Program Design/Detailed Workplan

Describe in detail the approach to improve HCPs prevention, recognition, treatment, management, and reporting of pesticide-related illness, and include:

- a) The approach for establishing/administering a national training and technical assistance program for HCPs (as described in *Objective 1 of Section I.C.2.*);
- b) The approach for establishing/administering a partnership program to ensure that the training and technical assistance program has both national reach and local applicability (as described in *Objective 2 of Section I.C.2.*);
- c) A list of expected quantitative and qualitative outcomes and outputs of the project (as defined in *Section I.D.*). Specific outputs and outcomes should be provided and may include short- and longer-term activities. In addition to a narrative discussion of the outputs and outcomes, the applicant is encouraged to include a table such as the following:

<i>Anticipated Outputs and Outcomes</i>	
Outputs	Outcomes

- d) A clear and practical approach to evaluate performance. Applicants should describe their plan for measuring progress toward achieving the expected project outputs and outcomes and how the results of the project will be evaluated, as described in *Section I.D.* of the NOFO.
- e) An approach for tracking and reporting progress toward achieving the expected outputs and outcomes to EPA. Applicants should describe their plan for tracking and reporting progress toward achieving the expected project outputs and outcomes.

3. Project Milestone Schedule

Provide a milestone schedule that:

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

Part B. Outreach, Transferability and Sustainability

1. Demonstrate how you will engage and work with partner organizations that meet the Objective 2 criteria in *Section I.C.2.* to enhance project effectiveness. Applicants should describe how the organizations they plan to partner with meet the criteria outlined under *Objective 2* in *Section I.C.2.* Applicants should also demonstrate that the partner organization(s) are willing and have the capacity to be effective partners.
2. Describe the applicant’s history of working with a broad range of local, state, and national stakeholders such as farmworker-serving organizations, hospitals, universities, state public health agencies, Indian Health Services, Pediatric Environmental Health and Safety Units, National Pesticide Information Center, or medical/primary care associations.
3. Describe the applicant’s history of working with HCPs serving populations at high risk of pesticide related illness, such as community health workers (*promotores de salud*) and other HCPs at Rural Health Clinics, Migrant Health Centers, Federally Qualified Health Centers, Community Health Centers, Immigration Detention Centers, and/or prisons.
4. Explain how the project design promotes meaningful involvement of stakeholders and/or local communities. Provide a list of potential collaborators, partnerships, coalitions and/or existing networks you plan to work with that states the roles

these people or organizations will play in the project. Explain how your collaboration will ensure that the program has both national reach and local applicability. Explain how collaborators and partner organizations will contribute to the continuous monitoring and evaluation of resources and trainings. Explain how you will support collaborators and partner organizations in the dissemination of resources and/or delivery of training and technical assistance in the communities they serve.

5. Outline how trainings and resources will be disseminated and promoted to ensure that project information and outcomes are clearly presented in the cultural context of the audience and reach the intended audience or potential audiences. Explain how it will help HCPs serving patient populations at high risk of pesticide-related illness. Explain the process for identifying priorities for trainings and resources to be developed or adapted. If relevant, please provide an outreach and/or marketing plan too.
6. 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. Describe plans for providing long-term preservation of, and public access to, the materials/resources/tools developed under the award (including by collaborators) funded in whole or in part by EPA.

Part C. Programmatic Capability and Environmental Results Past Performance

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope, or relevance to the proposed project that your organization managed within the last ten years (no more than five agreements and preferably EPA agreements) and how these experiences will assist with timely and successfully achieving the objectives of the proposed project. Include the names, email addresses, and phone numbers of the Project Officers from both the funding entity and your organization and describe:

1. Your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
2. Applicant resources (including personnel) available to support the project and relevant organizational experience including, but not limited to:
 - Providing training and technical assistance to primary care clinicians (e.g., continuing medical education and continuing nursing education);
 - Developing bilingual, culturally contextual education materials to help HCPs offer information and education to farmworker communities;
 - Knowledge on the relationship between acute and cumulative low-dose exposure to the wide variety of agricultural pesticides and consequent symptoms, illnesses, and disability; and

- Understanding of the barriers to recognizing and managing occupational injuries and illnesses in the primary care setting.
3. Whether and how you were able to successfully complete and manage past agreements.
 4. Your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.

In evaluating applicants under these factors in *Section V.*, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or 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. See *Section V* for information on application scoring and points.

Part D. Budget

In addition to the SF-424A form, prepare an overall budget listing estimated amounts for each budget category with an estimated \$200,000 for the first year of the project, up to \$500,000 per year for the remaining four years, and not to exceed \$2.1 million over the full five-year project period. Prepare a detailed budget and narrative for the first incremental funding (Year 1 of the cooperative agreement) for an estimated \$200,000.

Explain the need for funding under each of the appropriate budget categories as listed below. Describe voluntary (non-federal) cost share, if applicable. For each category, indicate which portions of the costs will be paid with EPA or voluntary cost share/match funds (if applicable). Link each task or activity from the project workplan to the associated resources needed to accomplish the activity.

Include sufficient detail for EPA to determine if the costs are eligible, allocable, reasonable, and allowable. For more information, see [EPA Grants Overview for Applicants and Recipients](#) and the [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#).

If recommended for funding, you will be required to submit a copy of your organization's Indirect Cost Rate Agreement if your proposed budget includes indirect costs. For more information on indirect costs, see *Section VI.C.*, below.

- a. **Personnel** - Include only direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full or part-

time employee. Consultants, contractors, or employees of other partner organizations are not “personnel.”

- b. **Travel** - Include the travel location(s), estimated number of trips, estimated total mileage, applicable reimbursement rate, and number of nights lodging required throughout the entire project period for your personnel only. Travel for consultants, contractors, subrecipients, or partner organizations goes in “Other Direct Costs.”
- c. **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.
- d. **Supplies** - Include tangible personal property other than equipment. Include a brief description of the supplies required to perform the work and categorized by major supply category. This may include, but is not limited to, office supplies and computer supplies.
- e. **Contractual (including consultant) Services** - List services and associated costs that are to be carried out by an individual or organization other than the applicant in the form of a procurement relationship. Consultants are contractors. Include a brief description of the scope of work or services to be provided.

NOTE: Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of their 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 IV.d. of EPA’s Standard Solicitation Clause for more information on this important topic.](#)

- f. **Other Direct Costs**- Include only those types of direct costs that do not fit in any of the other budget categories. Examples include occasional photocopying at commercial locations (printing and binding services are contractual), rental of meeting space or instructional facilities, and sub-award costs.
- g. **Subawards** - Any award of financial assistance by any legal agreement made by the recipient to an eligible subrecipient. 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.

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 nonprofit 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 agreement 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.

Include the following attachments (they will not count towards 40-page limit of narrative proposal) in your application:

- **Attachment 1:** Provide a timetable for each project objective. *(required)*
- **Attachment 2:** Provide brief resumes (not to exceed two pages each) for the project coordinator and key staff. *(required)*
- **Attachment 3:** Applicants may include letters of support. Letters 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. *(optional)*
- **Attachment 4:** Applicants may choose to use the checklist in Appendix C to confirm submission of all application components. *(optional)*

F. Submission Dates and Times

The closing date and time to submit applications is December 19, 2024, at 11:59 p.m. Eastern Time (ET). Applications submitted after this date and time will not be considered for funding.

Section 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 and all requirements outlined under *Section IV* of this NOFO as part of their application package submittal in the project narrative. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Evaluation Criteria	Max # Points	Total Points
Part A. Project Scope & Approach		40
1. Purpose, Goal, and Objectives Under this criterion, applications will be evaluated on the extent and quality to which the narrative proposal workplan has:		(5)
1.a) A concise purpose statement on anticipated accomplishments and how they would benefit the public, specifically populations at high-risk of pesticide-related illness.	2	
1.b) 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 7, Objective 7.1.	3	
2. Project Design Under this criterion, applications will be evaluated on the extent and quality to which the narrative proposal workplan as described on <i>Section IV.D.4., Part A</i> . Specifically, applications will be evaluated on the extent to which the narrative proposal workplan:		(25)
2.a) Has a well-conceived approach and plan that meets both program objectives: (1) administer a national program and (2) administer a partnership program, to ensure that the program has national reach and local applicability.	10	
2.b) Lists outputs with expected results, and outcomes with anticipated change or benefits to human health and the environment.	7	
2.c) Builds upon or considers lessons learned from previous or existing efforts and explains how they will be used or considered to benefit this project.	3	
2.d) Has a clear and practical approach to evaluate performance.	3	
2.e) Has a well-conceived approach for tracking and reporting progress toward achieving the outputs and outcomes to EPA. This includes regular reports documenting all activities and efforts on implementation, and tracking and measuring progress toward achieving the outputs, outcomes, and milestones in the overall five-year plan and each annual plan.	2	
3. Project Milestone Schedule (Refer to <i>Section IV.D.4., Part A</i>) Under this criterion, applications will be evaluated on the extent and quality to which the milestone schedule in the narrative proposal workplan:		(10)
3.a) Contains a list of activities in phases with associated tasks and timeframes for completion for all five years.	7	

3.b) Includes an approach with procedures and controls to ensure that funds, including subaward funds, are awarded and expended in a timely and efficient manner.	3	
Part B. Outreach, Transferability and Sustainability		25
Under this criterion, applicants will be evaluated based on the extent to <i>IV.D.4., Part B. Outreach, Transferability, and Sustainability</i> . Specifically, applications will be evaluated based on how effectively the		
1) Engage stakeholders and/or local communities with respect to the design and performance of the project and obtaining support from project partners to more effectively perform the project. Applications that demonstrate recent involvement of project partners and community members working together on projects may be evaluated more favorably than others. Applications with letters of support that demonstrate strong, long-term involvement throughout the project from a variety of project partners may also be evaluated more favorably than others. Applicants who do not propose to use project partners will be evaluated based on how well they can demonstrate they can effectively perform the project without partners.	5	(25)
2) Describe the applicant’s history of working with a broad range of local, state and national partners and stakeholders.	5	
3) Describe the applicant’s history of working with HCPs serving populations at high risk of pesticide related illness.	5	
4) Explain how the project design promotes meaningful involvement of partner organizations.	5	
5) 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.	3	
6) 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.	2	
Part C. Programmatic Capability and Environmental Results Past Performance		15
This section correlates to <i>Section IV.E.4., Part C. Programmatic</i> Clearly describes in detail the resources available to support the proposed project. Under this criterion, applicants will be evaluated based on their		(15)
1) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project.	5	

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2) Staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.	5	
3) Past performance in successfully completing and managing the assistance agreements identified in <i>Section IV.E.4., Part C.</i> of the NOFO.	3	
4) History of meeting the reporting requirements under the assistance agreements identified in <i>Section IV.E.4., Part C.</i> of the NOFO, including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes of those agreements, and, if such progress was not being made, whether the applicant adequately reported why not.	2	
NOTE: For (3) and (4) 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 (3) and (4) 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 D. Budget (Narrative and Forms)		20
Under this criterion, applications will be evaluated on the extent to which the application, as outlined under <i>Section IV.E.4 Proposed Project Workplan, Part D. Budget</i> of this NOFO:		(20)
1) Includes, in addition to the SF-424A form, an overall budget listing estimated amounts for each budget category with an estimated \$200,000 for the first year of the project, not more than \$500,000 per year for the remaining four years, and not to exceed \$2.1 million over the full five-year project period. The proposed project workplan should also include detailed budget and narrative for the first incremental funding (Year 1 of the cooperative agreement) for an estimated \$200,000. The proposal explains or outlines the need for funding under each of the following budget categories: personnel, travel, equipment, supplies, and contractual (including consultant) services.	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.	5	
TOTAL		100

B. Review and Selection Process

EPA reviewers will score each application independently before coming together as a panel to discuss each application 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. 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.

Section VI. AWARD ADMINISTRATION INFORMATION

Note: Additional provisions that apply to this Section can be found at [EPA Solicitation Clauses](#).

A. Award Notification

All applicants will be notified of the status of their application after the selection is final.

- 1. Successful Applicants:** EPA anticipates notification to the successful applicant will be made via telephone, email or postal mail by March 2025. 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 grant can take up to 90 days or longer.

The award recipient 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 April 2025. 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 found 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, and/or 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 (IDCs) may be budgeted and charged by recipients of federal assistance agreements in accordance with [2 CFR Part 200](#). Please refer to the Indirect Costs clause in the EPA Solicitation Clauses.

D. Reporting Requirements

The successful applicant(s) 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. Debriefings

Unsuccessful applicants interested in requesting a debriefing should refer to the procedures for debriefings in the Dispute Resolutions Procedures, which can also be found at [70 Federal Register \(FR\) 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 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.

F. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR 3629, 3630 (January 26, 2005) which can be found <https://www.epa.gov/grants/grant-competition-disputeresolution-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 remain unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

G. Copyrights

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

H. 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 UEI, 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.

Section VII. AGENCY CONTACT AND TECHNICAL ASSISTANCE

If you have questions or need additional information regarding this announcement, please contact Aidan Black, U.S. Environmental Protection Agency, Office of Pesticide Programs (7508M), 1200 Pennsylvania Ave. N.W., Washington, DC 20460. Telephone: (202) 566-2381, email: black.aidan@epa.gov.

All questions or comments must be communicated in writing via postal mail, or e-mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement and available at EPA's [Pesticide Cooperative Agreements page](#).

An EPA grantee is providing grant-related technical assistance for applicants to this NOFO. Technical assistance will be available for activities including, but not limited to, preparing an application and navigating SAM.gov. Further details on technical assistance that will be available through EPA's technical assistance grant recipient can be found on EPA's [Pesticides Cooperative Agreements page](#). Receiving technical assistance does not guarantee that applicants will be selected for funding.

APPENDIX A – Submission Instructions

SAM.gov (System for Award Management) Registration Instructions

Organizations applying to this funding opportunity **must have an active SAM.gov registration**. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using [login.gov](#) to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining a UEI only validates your organization's legal business name and address. Please review the [Frequently Asked Question](#) on the difference for additional details.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the [Federal Service Desk](#) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday - Friday 8am - 8pm ET.

Grants.gov Registration Instructions

Once your SAM.gov account is active, **you must register in Grants.gov**. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration](#) instructions. As part of the Grants.gov registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in Grants.gov. Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace - User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take a month or more for new registrants. 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 application submission deadline.

Contact [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. 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. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

Application Submission Process

To begin the application process under this grant announcement, go to [Grants.gov](https://www.grants.gov) and click the red "Apply" button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization's EBiz point of contact or contact [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 or support@grants.gov

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

Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

1. Contact Grants.gov Support Center **before** the application deadline date.
2. Document the Grants.gov ticket/case number.
3. Send an email with the "EPA-OCSP-OCSP-2024-005" in the subject line to black.aidan@epa.gov **before** the application deadline time and date and **must** include the following:
 - a. Grants.gov ticket/case number(s)
 - b. Description of the issue
 - c. The entire application package in PDF format.

Without this information, EPA may not be able to consider applications submitted outside of Grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and **not** be considered.

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

EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through Grants.gov due to [Grants.gov](#) or relevant [SAM.gov](#) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit prior to the application submission deadline date because they did not properly or timely register in SAM.gov or Grants.gov is **not** an acceptable reason to justify acceptance of an application outside of Grants.gov.

APPENDIX B – Budget Detail Instructions and Descriptions

Section IV.E.4., Part D. of the Project Narrative is a detailed description of the budget found in the Standard Form (SF-424A) and must include a detailed discussion of how EPA funds will be used. In addition to submitting the SF-424A form, the proposal **must** explain or outline the need for funding under each of the budget categories indicating which portions of the costs will be paid with EPA or voluntary cost share, if applicable. Additional information can be found at EPA’s [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#).

Cost Share funds, while not required under this NOFO, must also be included on the SF-424A as detailed in *Section IV.E.4., Part D.* The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. See *Section III.C. Cost Sharing and Matching* for more information.

Applicants must **itemize costs** related to personnel, fringe benefits, travel, equipment, supplies, contractual costs (including consultant services), subawards and other direct costs, indirect costs, and total costs. The budget narrative must include an overall budget table for allocation of up to \$2,100,000 over five years for each budget category and a detailed budget table and narrative for the first incremental funding (Year 1 of the cooperative agreement) for an estimated \$200,000.

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) – List the funding amount of each subaward.** Subawards 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 Subaward Policy for EPA Assistance Agreement Recipients](#) and [Additional Resources](#) for additional guidance.
- **Indirect Charges – If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the award recipient 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.

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)

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- 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)

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 workplan.

APPENDIX C – Application Proposal Checklist (optional)

Organization:	
Funding Opportunity Title:	Pesticides Health Care Initiative: National and Community Based Health Care Provider Training for Pesticide Illness (EPA-OCSPP-OPP-2024-005)

No.	Application Component	Submitted? (Yes / No)
1	Application for Federal Assistance (SF-424)	
2	Budget Information for Non-Construction Programs (SF-424A)	
3	Key Contacts Form (Form 5700-54)	
4	Pre-award Compliance Review Report (Form 4700-4)	
5	Narrative Proposal* - prepared as described in <i>Section IV.E.</i> of the announcement.	

*See Narrative Proposal Sections checklist to confirm that your organization has submitted each section of the Narrative Proposal.

Narrative Proposal Sections		
Reference in Announcement	Description	Submitted? (Yes or No)
IV.E.1.	Cover Page: The cover page must list the required information with the applicant’s organization’s letterhead.	
IV.E.2.	Table of Contents: A table listing the different parts of the application and the page number on which each part begins.	
IV.E.3.	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 <i>Section III</i> . (Eligibility Information).	
IV.E.4.	Narrative Proposal Workplan: The narrative proposal workplan must directly and explicitly describe how the proposed project meets the guidelines in this announcement. The narrative proposal work plan must contain all parts in sequential order as shown below. Note: the Narrative Proposal (Parts A-D) must not exceed 40 pages.	
	Part A. Project Scope and Approach	
	Part B. Outreach, Transferability, and Sustainability	
	Part C. Programmatic Capability and Environmental Results Past Performance	
	Part D. Budget Narrative	
	Attachment 1: Timetable	
	Attachment 2: Brief Resumes	
	Attachment 3: Letters of Support (Optional)	

SUBMISSION NOTES
- Submit 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...).