



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

Notice of Funding Opportunity:

**Farmworker Training and Education Program for Pesticide
Safety**

EPA-OCSP-OPP-2024-006

Summary

Federal Awarding Agency 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: Farmworker Training and Education Program for Pesticide Safety

Announcement Type: Initial Announcement

Funding Opportunity Number (FON): EPA-OCSPP-OPP-2024-006

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

Key Dates:

NOFO closes – applications are due: December 19, 2024

Anticipated notification of selection – EPA tells the recipient they are chosen: March 2025

Anticipated award: June 2025

Deadline: Applications must be submitted electronically to EPA through Grants.gov (www.grants.gov) no later than **December 19, 2024 at 11:59 p.m. Eastern Time (EST)**. 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 that potential applicants submit an Intent to Apply **by October 31, 2024**, to OPPGA@epa.gov. Please include the number of this announcement (EPA-OCSPP-OPP-2024-006) in the subject line of the email notice. Intent to apply is optional but helps EPA anticipate staff time for efficient review, evaluation, and selection of 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.

This page gives basic information about the funding:

- **Who** is giving the funding out (EPA's Office of Pesticide Programs)
- The **name** of the grant program (Farmworker Training and Education Program for Pesticide Safety)
- **When** applications are due (December 19, 2024).
- If planning to apply, send an email to OPPGA@epa.gov by October 31, 2024 to let EPA know.

Summary: The U.S. Environmental Protection Agency (EPA or the Agency) is accepting applications for two types of cooperative agreements. All cooperative agreements will help prevent pesticide illness by training and educating farmworkers on the Worker Protection Standard (WPS), agricultural pesticide safety, and related rights. They will also support the development of educational materials and outreach for farmworker communities. The first type of cooperative agreement will focus on the required, EPA-approved WPS trainings for workers and handlers. The second will fund a subaward program for local and regional pesticide safety education projects for farmworker communities. These projects will supplement or reinforce WPS trainings. EPA expects to provide an estimated \$600,000 for the first project year and up to \$6.3 million over the five years (2025 to 2030).

Funding/awards: The total funding for this competitive opportunity is estimated to be up to \$6.3 million over a five-year period. EPA anticipates awarding two cooperative agreements from this announcement—one for each type—subject to availability of funds, the quality of applications received, and other applicable considerations.

Note: An EPA grant recipient is providing assistance for applicants to these agreements. More details about technical assistance are found in *Section IV.A., Technical Assistance*.

Note: FON EPA-OCSPP-OPP-2024-006 has been translated into Spanish for the benefit of Spanish-speaking applicants. However, only applications in English will be accepted.

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Section I. Funding Opportunity Description

Note: An EPA grant recipient is providing assistance for applicants to these agreements. More details about technical assistance are found in *Section IV.A, Technical Assistance*.

Note: This FON EPA-OCSP-OPP-2024-006 has been translated into Spanish for the benefit of Spanish-speaking applicants. However, only applications in English will be accepted.

A. Background

This section gives **general information** about the Worker Protection Standard (WPS) and EPA cooperative agreements.

A “**cooperative agreement**” is a type of grant with more EPA involvement.

The Agricultural [Worker Protection Standard](#) (WPS) is a regulation designed to reduce the risk of pesticide illness to people who work with and around pesticides used in agricultural production. The WPS applies to farms, fields, nurseries, and enclosed spaces (such as greenhouses and hoop houses) where pesticides are used.

The WPS contains protections for people who do tasks such as harvesting, thinning, and pruning of crops (called “hand-labor tasks”). These people are called “**workers**” in the regulation. The WPS also contains protections for people who handle pesticides (mainly mix, load, or apply pesticides). These people are called “**pesticide handlers**.” The regulation defines workers and pesticide handlers by the tasks they perform as employees. Pesticide handlers may be considered “farmworkers” in other contexts. People who are usually workers may sometimes also do handler tasks.

One requirement of the WPS is that workers and handlers receive **pesticide safety training** every year. The WPS lists **topics** that these trainings must cover. Pesticide handler training covers all worker training topics plus information on working directly with pesticides.

EPA’s Office of Pesticide Programs (OPP) funds cooperative agreements related to the WPS (examples are the [Pesticide Educational Resources Collaborative](#) and [National Farmworker Training Program](#)). A **cooperative agreement** is an assistance agreement in which EPA has substantial involvement in conducting project activities. (*See Section II.E for more information.*) In 2022, Congress passed the Pesticide Registration Improvement Act of 2022 (PRIA 5). That law reserves funding for cooperative agreements to train workers, handlers, and their communities on the WPS and related rights. It also reserves funds to create educational materials and for outreach on these topics. In response, OPP is funding the cooperative agreements described below.

B. Scope of Work: Purpose and Goals, Objectives, and Activities

This section describes what the funding is for.

“1. Purpose and Goals” describes **why** EPA is funding the program. It describes the program generally.

“2. Objectives” describes **more specific goals** of the program.

“3. Activities” are **what grant recipients can do**.

1. Purpose and Goals

The **purpose** of these cooperative agreements is to protect human health by helping prevent pesticide illness in farmworker communities. The **goal** of these cooperative agreements is to prevent pesticide illness by improving farmworker communities’ understanding of the Worker Protection Standard (WPS), agricultural pesticide safety, and related rights.

The cooperative agreements will improve farmworker communities’ understanding of the WPS, agricultural pesticide safety, and related rights through training, the development of trainings and materials, and outreach.

The cooperative agreements will involve farmworker communities and organizations. This involvement will make training and materials more culturally appropriate, which aims to increase their effectiveness.

There will be two different types of cooperative agreements:

- The **Type 1** agreement will train farmworker communities nationally (across rural areas in many states and territories). It will focus on the required, EPA-approved WPS trainings for workers and handlers.
- The **Type 2** agreement is for a subaward program. The grant recipient will distribute funds to other organizations for education and outreach projects with farmworker communities. Projects will focus on topics in agricultural pesticide safety that supplement or reinforce the WPS requirements. They will be local and regional (relating to a particular area or part of the country).

EPA anticipates awarding **two, five-year** cooperative agreements under this program (one of each type).

Organizations may apply for **one** cooperative agreement only, whether as a lead applicant or serving as a partner.

2. Objectives

The cooperative agreements have these **objectives**:

- Develop or improve training programs, materials, and outreach for farmworker communities on the WPS, agricultural pesticide safety, and related rights.
- Improve farmworker communities' understanding of the WPS, agricultural pesticide safety, and related rights.
- Ensure trainings, materials, and outreach take into account farmworkers' primary languages, reading levels, and culture.
- Involve farmworkers and farmworker organizations in the design of pesticide safety education.
- Evaluate activities and share lessons learned, with farmworkers' input.

3. Activities to be Funded

All activities support the purpose, goal, and objectives described above. Below, activities for Type 1 and Type 2 agreements are listed separately. All activities for each agreement type are required.

Agreement Type 1 – National Farmworker Training Program

The grant recipient(s) will train workers and handlers **nationally** (with broad coverage across many states and territories, not necessary to represent all 50 states). They will focus on rural areas with large farmworker communities or where there is unmet need.

a) Activity #1 – Trainings

i. Pesticide safety training of workers and handlers

1. Give workers yearly [WPS trainings](#), following all federal and state requirements.
2. Give pesticide handlers yearly [WPS trainings](#), following all federal and state requirements.
3. Train participants on the difference between the worker and handler roles under the WPS.
4. Make sure that trainings are given in the languages farmworkers speak, at their reading level, and take into account their culture and experience.
5. Work together with employers and/or labor contractors to offer these trainings and support with recordkeeping.

ii. Training of trainers

1. Train trainers to give the WPS trainings, following all federal and state requirements.
2. Train trainers in popular education and other innovative delivery methods.

3. Train trainers on how to best incorporate the farmworkers' languages, reading levels, and culture when giving a training.
- iii. Other farmworker community trainings
1. The grant recipient(s) may give other trainings on agricultural pesticide safety, besides what the WPS requires. (For example, trainings on pesticide safety during pregnancy, or trainings solely on take home pesticide exposure, rather than all WPS required topics.) However, these other trainings should not be the main focus of their work.
 2. The EPA project officer will review all materials in advance of the trainings.

b) Activity #2 – Materials

i. Create or select materials

1. Create materials for the WPS worker and handler trainings that meet the WPS requirements (found at [§170.401](#) and [§170.501](#)). Obtain EPA approval or choose other materials that EPA previously approved.
2. Work with community groups and language professionals to translate materials into languages such as Haitian Creole, Mesoamerican Indigenous languages, and Asian and Pacific Island languages, as appropriate.
3. Pilot the materials with farmworkers to make sure that materials are in the languages they speak, at their reading level, consider their culture, and use effective training methods. To encourage farmworker involvement in the pilot, consider factors such as meeting location, time, and language.
4. Or, propose to use materials piloted before.

c) Activity #3 – Outreach and Recruitment

i. Outreach to agricultural employers

1. Work with agricultural employers (including crew leaders) and/or labor contractors to recruit trainees.
2. Conduct outreach to agricultural employers and/or labor contractors about the benefits of the program and training methods.
3. Conduct outreach to other groups who work with agricultural employers and/or labor contractors, to increase awareness and adoption of the program.

ii. Recruit trainers

1. Recruit trainers from farmworker communities and organizations.

d) Activity #4 – WPS Support

i. WPS support

1. Hold workshops/events to help trainers better understand the WPS and rights related to pesticide safety so that they can be a resource to farmworkers.
2. Hold workshops/events for farmworker organizations on the same topics.
3. Hold workshops/events for agricultural employers (including crew leaders), and/or labor contractors on the same topics.

e) Activity #5 – Evaluation

i. *Note:* Evaluations do not have to be done with all people trained and may be done verbally.

ii. Evaluate effectiveness of trainings

1. Evaluate how much workers and handlers learned from the trainings.
2. Evaluate how much trainers learned from trainings they've received.
3. Evaluate learning from all other trainings.

iii. Evaluate satisfaction

1. Evaluate workers' and handlers' satisfaction with the trainings, materials, and training methods.
2. Evaluate trainers' satisfaction with the trainings, materials, and training methods.
3. Evaluate agricultural employers' and/or labor contractors' satisfaction with trainings for their employees.
4. Evaluate satisfaction with all other trainings.

iv. Evaluate methods and outreach

1. Evaluate how well the popular education and innovative delivery methods are working.
2. Evaluate how well outreach to agricultural employers and/or labor contracts is working.

v. Evaluate and monitor program

1. Prepare and retain quarterly financial and programmatic reports to monitor and evaluate the program as a whole, working, as necessary with the EPA's project officer for the Office of Pesticide Programs technical assistance cooperative agreement.

Agreement Type 2 – Farmworker Community Pesticide Education Subaward Program

Activities for the Main Grant Recipient

The main grant recipient will **manage a subaward program**. They will distribute funds to other community-based nonprofit farmworker organizations and support them.

Organizations that receive the funds (called “subrecipients”) will do **local or regional** education and outreach on agricultural pesticide safety for farmworker communities. (“Regional” here means relating to a particular area or part of the country. It does not mean an official EPA Region.)

- a) Activity #1 - Choose local or regional projects
 - i. Design a method to **choose** local and regional projects on pesticide safety in farmworker communities. (Note: do not choose them until **after** you receive an award.)
 - ii. Prioritize large farmworker communities or unmet needs; limit duplication of efforts.
 - iii. Conduct **outreach** in farmworker communities so that community-based farmworker nonprofit organizations know about the program.

- b) Activity #2 – Distribute funds
 - i. Ensure subrecipients **meet all requirements** to receive federal funds. (Example: having a Unique Entity Identifier.)
 - ii. **Review** budgets to make sure that expenses for local and regional projects are allowed under EPA grants policy.
 - iii. **Distribute** money for projects.

- c) Activity #3 – Project Support
 - i. Meet with subrecipients at least quarterly to **monitor progress** and problem-solve.
 - ii. Hold **workshops/events** and **provide materials** to help subrecipients better understand the WPS, pesticide safety, and related rights. These **must** address:
 - a. How workers can access pesticide safety information, including through a WPS designated representative.
 - b. Limiting take-home pesticide exposure.
 - iii. **Review** all education, materials, and outreach by subrecipients for accuracy, especially relating to the WPS.
 - iv. **Connect** subrecipients to each other and to stakeholders who can support their projects.
 - v. Provide **other support** to subrecipients, as necessary.

- vi. Work with the grant recipient for the Office of Pesticide Programs technical assistance cooperative agreement to help subrecipients learn to manage federal grants.
- d) Activity #5 – Reporting
- i. Help subrecipients **report** on their activities every quarter.
 - ii. Submit **overall reports** to EPA every quarter and at the end of the project. These reports should be both programmatic and financial.
- e) Activity #6 – Evaluation
- i. Create a system for subrecipients to **share experiences** throughout the project. (Example: an advisory committee.)
 - ii. Evaluate what farmworker communities **learn** from the projects.
 - iii. Evaluate farmworker communities’ **satisfaction** with the projects.
 - iv. Evaluate any **outreach** and **training methods** used.
 - v. Regularly **incorporate** the results of evaluations to improve local and regional projects.
 - vi. **Share** evaluation results with grant recipients from other agreements.
 - vii. Evaluations can be qualitative (like a focus group) or quantitative (like a pre- and post-test).
 - viii. Monitor and evaluate the **program as a whole**, and include these results in reports.

Requirements for Local and Regional Projects

The main grant recipient will design the method for choosing projects. However, the projects must meet these requirements:

- a) Subrecipients
- i. Subrecipients must be community-based nonprofit farmworker organizations (defined in *Section III. Eligibility Information, A. Eligible Entities*) able to work within farmworkers’ cultural and linguistic context.
 - ii. Projects must be conducted at a **local** or **regional** level, even if the organization represents a national community.
- b) Activities
- i. Projects must be **education, outreach, or developing materials** about the WPS, pesticide safety, and related rights.
 - ii. Examples: creating materials, translating materials, giving talks, radio campaigns, outreach from community health workers (*promotores de*

salud), outreach in strategic locations, other innovative delivery methods, or any combination of these.

c) Topics

- i. Projects should **add to** or **reinforce** the WPS trainings and requirements.
- ii. For example, they can discuss topics not found in the required WPS trainings, like tasks specific to certain crops or chemicals.
- iii. Or, they can focus on a single topic from the WPS, like the designated representative, without doing the required WPS trainings.
- iv. If they wish to do the yearly WPS trainings required in the regulation, subrecipients must meet all [requirements](#) (listed in 40 CFR 170.401) and collaborate with a recipient of the Type 1 agreement.

d) Audience

- i. Projects can focus on anyone within the **farmworker community**, not just workers and handlers. (*Examples*: children of workers, staff in schools near agricultural fields.)

e) Timeframe

- i. Projects can last for the **entire project period** (up to five years), or for a **shorter period** of time. The length of the project should correspond to the proposed activities.

If the activities the successful applicant has proposed (for either agreement type) 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.

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

This section gives more detail about the results of the activities.

“1. Outputs” explains what **things** the activities will produce.

“2. Outcomes” explains the **results** or **effects** of the activities.

“3. Performance Measures” explains how these results can be **measured**.

“4. Linkage to the Strategic Plan” explains how the outcomes relate to EPA’s **larger goals**.

EPA 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.

Pursuant to Section 6a of EPA Order 5700.7A1, “Environmental Results under EPA Assistance Agreements,” EPA must also link proposed assistance agreements to the Agency’s Strategic Plan.

1. Outputs

Outputs are the **things** that the activities will produce. Each output will link to an activity.

→ *For example, if the activity is to train farmworkers, the output is trainings.*

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 these cooperative agreements are to successfully accomplish the activities listed in *Section I. Funding Opportunity Description, B. Scope of Work and Objectives, 3. Activities to be Funded*, as well as any additional activities proposed by the applicants.

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

Example Outputs for Type 1 – National Farmworker Training Program

a) Activity #1 - Training

- WPS-required worker and handler trainings
- WPS trainings-of-trainers
- Farmworker community trainings

- b) Activity #2 – Materials
 - Materials created or selected
 - Pilot tests of materials (completed before or during the cooperative agreement)

- c) Activity #3 – Outreach
 - Trainers recruited
 - Employers and labor contractors who adopt training program
 - Presentations and/or information sessions with agricultural employers and State Lead Agencies

- d) Activity #4 – WPS Support
 - Workshops on the WPS
 - Question-and-answer sessions on the WPS
 - Fact sheets and guides

- e) Activity #5 – Evaluations
 - Focus groups
 - Pre- and post-tests
 - Interviews
 - Reports submitted to EPA each quarter
 - Final report submitted to EPA

Example Outputs for Agreement Type 2 – Farmworker Community Pesticide Education Subaward Program

- a) Activity #1 – Choose local or regional projects
 - System for choosing projects (need-based, application process, other)
 - Social media posts about potential funding
 - Information sessions with farmworker organizations about potential funding

- b) Activity #2 – Distribute funds
 - Subrecipients with a Unique Entity Identifier
 - Approvable budgets
 - Funds distributed for local and regional projects

- c) Activity #3 – Project support
 - Support sessions for local and regional projects
 - Workshops on the WPS

- Materials that have been reviewed or fact-checked for accuracy to the WPS
- Meetings between subrecipients and external organizations
- Trainings for subrecipients with the grant recipient for the Office of Pesticide Programs Technical Assistance cooperative agreement

d) Activity #5 – Reporting

- Support sessions on reporting
- Reports submitted each quarter from local and regional projects
- Reports submitted each quarter to EPA
- Final report to EPA

e) Activity #6 – Evaluation

- Advisory committees
- Focus groups
- Interviews
- Pre- and post-tests

Not all of these outputs are required. However, progress reports and a final report are required.

2. Outcomes

Outcomes are **results** from the activities and outputs.

→ *For example, if the activity is training farmworkers on pesticide safety, an outcome could be that farmworkers have a better understanding of how to keep themselves safe from pesticides.*

An outcome may result from more than one activity.

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 an assistance agreement funding period.

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

Example Outcomes for Type 1 – National Farmworker Training Program

- Workers, handlers, and farmworker communities have access to effective, appropriate educational materials on the WPS.
- Workers, handlers, and farmworker communities have a better understanding of the WPS.
- Trainers, farmworker organizations, and agricultural employers and/or labor contractors have a better understanding of the WPS.
- Evaluations show best practices for WPS trainings and materials for workers, handlers, trainers, and farmworker communities.
- Workers, handlers, and farmworker communities are better protected from pesticide exposure.
- Trainers, farmworker organizations, and agricultural employers and/or labor contractors have a better understanding of how to help workers, handlers, and farmworker communities protect themselves from pesticide exposure.

Example Outcomes for Type 2 – Farmworker Community Pesticide Education Subaward Program

- Farmworker communities have access to effective, appropriate materials and information on the WPS, pesticide safety, and related rights. These will reinforce and supplement the required WPS trainings.
- Farmworker communities have a better understanding of the WPS, pesticide safety, and related rights.
- Farmworker organizations have a better understanding of the WPS, pesticide safety, and related rights.
- Evaluations show best practices for trainings, materials, and outreach on the WPS, pesticide safety, and related rights.
- Farmworker communities are better protected from pesticide exposure.

3. Performance Measures

“Performance measures” are how you will **measure your progress** on the project. They relate to the outputs and outcomes above.

→ *For example:* If the output is trainings, the performance measure could be how many people you plan to train.

Performance measures are also related to your **evaluation activities**.

→ *For example:* If the evaluation is pre- and post-tests, the performance measure could be an increase in scores.

The measurements should follow a specific timeline, often called **milestones**. State what you expect your progress to be **each year** and **overall**.

→ *For example:* We plan to train 1,000 people in the first year and 5,000 people overall.

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.

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 measurable short-term and long-term results will the project achieve?
- How will you measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?
- Are the outputs and outcomes specific and detailed? Are specific target measures included where possible? Are target measures reasonable and achievable within the project period and for the funding amount?

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, explains lessons learned, suggests how to carry the program forward and build on its success, and feedback from stakeholders on needed tools and resources.

4. Linkage to the EPA Strategic Plan

The Strategic Plan explains **EPA’s goals** and how these cooperative agreements relate.

Applicants also need to refer to the Strategic Plan in their Project Narrative (See *Section IV.C.*).

The activities to be funded under this announcement will support **Goal 7** of EPA’s Strategic Plan (“Ensure Safety of Chemicals for People and the Environment”), which aims to “increase the safety of chemicals and pesticides and prevent pollution at the source.” Specifically, these activities will support **Objective 7.1** (“Ensure Chemical and Pesticide Safety”), which aims to “protect the health of families, communities, and ecosystems from the risks posed by chemicals and pesticides.”

OPP works to address the safe use of pesticides and fulfill Objective 7.1. These OPP cooperative agreements will protect the health of families and communities by training and educating farmworker communities on the WPS and pesticide safety, providing them with educational resources, and supporting outreach on the WPS and other pesticide topics. In addition, evaluation and community involvement will make activities more culturally appropriate and effective.

Please read EPA’s [FY 2022-2026 EPA Strategic Plan](#) for more information.

D. *Statutory Authority*

This section describes which **laws** permit EPA the authority to fund and run this program.

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 \(PRIA\) of 2022, FY 23 Consolidated Appropriations Act PL 117-328 Section 703\(a\)\(1\)\(G\)](#) amends FIFRA, reserving funds for assistance agreements that support the training and education of workers and pesticide handlers on the WPS and rights

related to pesticide safety; the development of trainings and informational materials on these topics; and the development of innovative delivery methods for these trainings and materials.

These cooperative agreements will support FIFRA by funding activities, including education and training, aimed at protecting agricultural workers and their communities from pesticide exposure in agricultural production. These cooperative agreements will support PRIA by funding all activities described in Section 703(a)(1)(G).

E. Human Subjects Studies

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

F. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to Sections III., IV., V., and VI. of this solicitation and/or awards made under this solicitation, can be found at [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in this solicitation in Section VII. to obtain the provisions.

Section II. Award Information

This section gives more details about the funding:

- A. Explains **how much money** is available in total and for each agreement.
- B. Explains how many **local projects** there should be for the Type 2 agreement.
- C. Explains **how many** agreements EPA will award.
- D. Explains **the length** of agreements and approximately when they will **begin**.
- E. Explains that EPA can choose to give an organization only **some** of the money they ask for.
- F. Explains what type of agreements these are (cooperative agreements, not grants).

A. What is the Amount of Funding Available?

EPA expects cooperative agreements to be **up to \$2.5 million** (for the Type 1 agreement) and **\$3.8 million** (for the Type 2 agreement). There is a total of **up to \$6.3 million** available for this program.

The total funding for these cooperative agreements is estimated to be up to **\$6.3 million** over 5 years. Depending on EPA's budget, EPA expects to award an estimated \$600,000 for the first project year and up to an additional **\$5,700,000** for the remaining four years.

Funding for the Type 1 Award – National Farmworker Training Program

- The award is expected to be up to \$2.5 million over a five-year grant cycle.
- The award recipient is expected to receive an estimated \$300,000 in the first project year and no more than \$600,000 per year for the remaining four years.

Funding for the Type 2 Award – Farmworker Community Pesticide Education Subaward Program

- The award is expected to be up to \$3.8 million over a five-year grant cycle.
- The award recipient is expected to receive an estimated \$300,000 in the first project year and no more than \$900,000 per year for the remaining four years.

The actual award amounts under each agreement type may differ from the estimated amounts for many reasons including the number of meritorious applications received, Agency priorities, and funding availability. In addition, EPA reserves the right to increase or decrease (including decreasing to zero) the amounts of awards under each agreement type.

Awards may be fully funded or incrementally funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations.

B. How Many Subawards for Local and Regional Projects Should there be? And How Much Money Should go to Subawards? (Type 2 agreement only)

The Type 2 cooperative agreement (Farmworker Community Pesticide Education Subaward Program) must manage a **certain number** of local and regional projects.

At least **60% of funding** for the Type 2 award must go to local and regional projects.

Applicants for the Type 2 cooperative agreement (Farmworker Community Pesticide Education Subaward Program) must plan to manage a certain number of subawards for local and regional projects depending on the amount of annual funding they receive. See the table below:

Anticipated Annual Funding Amount Each Year	Number of Subaward(s) Minimum Each Year
\$900,000	9 or more
\$800,000 - \$899,999	8 or more
\$600,000 - \$799,999	6 or more
\$400,000 - \$599,999	4 or more
\$300,000 - \$399,999	3 or more
\$200,000 - \$299,999	2 or more

When negotiating yearly workplans with the award recipient, EPA will use the corresponding year’s funding amount to determine the minimum required number of subawards.

If a project receives less than \$200,000 in a project year, they still must have at least one local or regional project subaward.

A minimum of 60% of annual funds must go directly to subrecipients for local and regional projects. The award recipient is encouraged to provide the maximum practical amount to subrecipients. The award recipient of the cooperative agreement may not utilize any of the funds set aside for subawards to cover costs incurred for competitions, administration and management of these subawards.

Subawards do not need to all receive the same amount of funds. Instead, the distribution of funds among subaward projects should be determined by the complexity and nature of the project.

C. How Many Agreements will EPA Award in This Competition?

EPA expects to award one Type 1 agreement and one Type 2 agreement.
The actual number may be different.

EPA expects to award **two** cooperative agreements under this solicitation—one of each type.

The actual number of projects awarded under each agreement type described may differ from the estimated number for reasons including the number of meritorious applications received, Agency priorities, and funding availability. In addition, EPA reserves the right to change the total number of awards under each agreement type, or the ratio of assistance agreements it awards among the agreement types.

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 anticipated to **begin June 1, 2025**. Proposed project periods may be up to **five (5) years**.

E. Partial Funding Provision

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.

F. Funding Type

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

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- Collaboration during performance of the scope of work;
- 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

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

This section describes **who is eligible to apply** for these agreements.

“A. Eligible Entities” gives definitions and examples of who is **eligible** to apply by themselves or as a lead partner.

“B. Partnerships” explains that organizations may choose to apply as **partners** and explains what partnerships involve.

“C. Threshold Eligibility Criteria” explains the criteria that an organization has to meet for their **application to be scored**.

“D. Cost Share” Explains that organizations do **not** have to match the amount EPA gives them with other funds (called “cost share”).

A. Eligible Entities

Organizations eligible to apply by themselves lead partners are “**community-based farmworker nonprofit organizations**.”

These organizations must have **experience** training or creating educational materials for farmworkers.

A “community” can be a **geographic place** or a **group of people** who are located across the country and have common interests or characteristics.

Note: This section contains important definitions and **examples** of eligible organizations.

1. Who is eligible to apply for these awards?

Only **community-based farmworker nonprofit organizations** are eligible to apply for these awards as lead partners, in accordance with 66.720 PRIA 5: Farm Worker and Health Care Provider Training and Education Grants.

To be eligible, these organizations must also have **experience** training workers and pesticide handlers or developing educational materials for them.

Subawards for the Type 2 agreement must also go to community-based farmworker nonprofit organizations as defined below.

Note: Please see “B. Partnerships” to see the eligibility criteria for a partner.

2. What is a community-based farmworker nonprofit organization?

For these agreements, “community-based nonprofit farmworker organization” means a public or private nonprofit organization that supports and/or represents the farmworker community through engagement, education, and other related services provided to community residents and community stakeholders.

Because these agreements require significant farmworker involvement, if the organization “supports” the farmworker community but does not “represent” it (*i.e.*, if the organization is not founded or staffed by members of the farmworker community), then the organization must demonstrate their connections to the farmworker community. That is, the organization must show that their **primary focus** is to engage with and educate farmworkers, or provide related services to them, and that they have **established trust** in the farmworker community. An organization may demonstrate its connections and focus through its mission statement, letters of support from farmworkers and farmworker organizations, or other means. Examples of eligible and ineligible organizations are found below. Institutes of higher education and their associated nonprofits and foundations are not considered community-based farmworker organizations under PRIA 5. Hospitals and their associated nonprofits are not considered community-based farmworker organizations under PRIA 5.

3. What is a community?

A “community” can be characterized by a particular **geographic area** and/or by the **relationships** among members with similar interests and can be characterized as part of a broader **national or regional** community where organizations can be focused on the needs of farmworkers.

4. Who are farmworkers and farmworker communities?

“**Farmworkers**” is a term that includes both people who do “worker” tasks (hand labor such as harvesting, thinning, and pruning) and people who do “pesticide handler” tasks (such as mixing, loading, and applying pesticides) on [agricultural establishments](#) including farms, forests, enclosed spaces, and nurseries.

“**Farmworker communities**” is a broad term that includes both workers and handlers **and** people with relationships to workers and handlers. It includes people who have concerns similar to workers and handlers, and who may be affected by agricultural pesticides, but who are not workers and handlers under the WPS definition. It can also refer to places with large numbers of farmworkers.

Examples of farmworker community members are:

- Children of workers and handlers
- Other family members of workers and handlers
- People like produce packers, who work on agricultural establishments but who may not be “workers” or “handlers”

- People who live near agricultural establishments
- People who work in or attend schools near agricultural establishments
- People who rely on the income earned by farmworkers to meet their basic needs

5. What is a nonprofit?

Consistent with the definition of nonprofit organization at 2 CFR § 200.1, the term nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes tax-exempt nonprofit neighborhood and labor organizations. Institutes of higher education are not considered to be a non-profit organization(s) as defined by 2 CFR 200.1, public or nonprofit Institutions of Higher Education and are not eligible to submit applications as lead partners under this solicitation. For-profit colleges, universities, trade schools, and hospitals are ineligible.

Nonprofit organizations that are not exempt from taxation under Section 501 of the Internal Revenue Code must submit other forms of documentation of nonprofit status, such as certificates of incorporation as nonprofit under state or tribal law. Nonprofit organizations exempt from taxation under Section 501(c)(4) of the Internal Revenue Code that lobby are not eligible for EPA funding as provided in the Lobbying Disclosure Act, 2 U.S.C. 1611.

6. Examples of Eligible Organizations

- Nonprofits that serve farmworker communities and that are located in areas with large farmworker communities
- National or regional nonprofits with organizational missions to serve farmworker communities
- Nonprofit labor organizations that represent farmworkers

7. Examples of Ineligible Organizations

- Institutions of higher education, including nonprofits associated with those institutions
- Organizations who have served some farmworker communities in the past but whose primary organizational focus is not farmworker communities
- Nonprofits who serve farmworkers but have only 501(c)(4) status
- Individuals
- For-profit organizations
- Hospitals
- The recipient of EPA OPP's noncompetitive technical assistance agreement for this NOFO

Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be **notified within 15 calendar days** of the ineligibility determination.

B. Partnerships

Organizations can apply as **partners** to submit one joint application.

If organizations apply as partners, they must choose one organization to be the **lead partner** (the one who will report to EPA). The **lead partner** must be a community-based farmworker nonprofit organization.

→ *For example, a small farmworker organization may partner with a university.*

Organizations that apply as partners must have a **written agreement** that says which activities each organization will do.

→ *For example, the local farmworker organization will be responsible for training and materials development. The university will be responsible for WPS support and evaluation.*

Partners are not the same as the subrecipients for Type 2 agreements. A partnership is when organizations work together to do the activities of the main grant recipient.

1. What are partnerships?

To bring additional expertise to the project, groups of two or more applicants may choose to form a partnership and submit **a single application**.

A “**partnership**” is a formal relationship between two or more cooperative agreement recipients that is memorialized in writing and is legally binding under applicable law.

Partnerships are **not required** or specifically encouraged. Partnerships can occur under the Type 1 or Type 2 agreement.

Under the Type 2 agreement, partnering organizations are **not the same** as subrecipients for local and regional projects. Organizations applying as partners to the Type 2 agreement will work together to carry out the activities of the **main grant recipient** (listed in Section *I.B.3., Activities*). In contrast, subrecipients under the Type 2 agreement will have different activities and requirements that should be addressed **after the award is made**, as discussed in Section *I.B.3.*

2. Do all organizations in the partnership need to be community-based nonprofit farmworker organizations?

Partner organizations **do not all need to be community-based nonprofit farmworker organizations** as long as the lead partner applying for the award is a community-based nonprofit farmworker organization with experience training and educating workers and pesticide handlers, or developing educational materials for them.

3. What are the requirements for applying as a partnership?

Organizations applying for a cooperative agreement as a partnership with another organization must have entered into a **written partnership agreement** designating a member of the partnership to be the lead partner.

The **lead partner** applying for the award must be a community-based nonprofit farmworker organization with experience training and educating workers and pesticide handlers, or developing educational materials for them. The lead partner 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 partner will be EPA's point of contact for the partnership. As provided in 2 CFR 200.332, subrecipients in a partnership are accountable to the lead partner for proper use of EPA funding.

The partnership agreement must also **specify roles** in performing the scope of work for the agreement.

Subawards to partners must be consistent with the definition of that term 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" (see Appendix A for instructions on obtaining a UEI through SAM.gov).

4. Other Requirements

For-profit organizations are not eligible for partnerships/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.

C. Threshold Eligibility Criteria

This section explains the basic requirements that an organization must meet for their **application to be scored**. These are called “Threshold Eligibility Criteria.”

These cooperative agreements have 7 threshold eligibility criteria. They are:

1. The applicant must follow the submission instructions and submit on time through **Grants.gov**.
2. The applicant must be **eligible**.
3. Only **one** application per applicant is allowed.
4. An applicant may **not request more** than \$2.5 million for the Type 1 project or \$3.8 million for the Type 2 project or a project longer than 5 years.
5. The application must include **outputs and outcomes**.
6. The application must address the scope of work requirements as defined in *Sections I.B.* and *I.D.*
7. If the application contains activities that are not allowed (called “ineligible activities”), that part of the application will be thrown out.
8. The application must be **in English**.
9. The technical assistance grant recipient for this application is not eligible for the cooperative agreements.

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.*) that meet all these criteria will be evaluated against the ranking criteria in *Section V.* 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. Application content and submission
 - a. 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.
 - b. 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.

- c. In addition, initial applications must be **submitted through 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 should follow the instructions provided in *Section IV.*, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.
 - d. Applications submitted outside of **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 or SAM.gov. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a submission outside of Grants.gov.
2. Applicants must be **eligible** to receive funding under this announcement (*i.e.*, community-based farmworker nonprofit organizations with experience training or developing educational materials for farmworkers; See *Section III.A.*). If applying as a partnership, the lead partner must meet all eligibility criteria (See *Section III.B.*).
 3. EPA will consider **only one** application for one type of agreement from each eligible applicant under this announcement. An applicant for one agreement may not apply to be a partner on another agreement.
 4. Applications must not exceed a performance period of **five years** or request a funding level of **more than \$2.5 million** (for the Type 1 project) **or \$3.8 million** (for the Type 2 project) for the full performance period.
 5. Submissions must contain specific **outputs and outcomes** and state how those will be measured and documented.
 6. Applicants must demonstrate that they are addressing the scope of work requirements in *Section I.B. Scope of Work*, in accordance with the statutory authorities in *Section I.D. Statutory Authority*.
 7. **Ineligible activities:** If an application is submitted that includes any ineligible activities (*e.g.*, trainee stipends), 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. (See Appendix C for examples of activities that represent allowable and unallowable costs.)

8. Written applications must be submitted **in English only**. Applications written in languages other than English will not be reviewed or considered for award. If you need assistance to submit the written application in English, technical assistance may be available. For more information, reach out to the contact in *Section VII. Agency Contact*, or *Section IV.A., Technical Assistance*.
9. The recipient of the technical assistance cooperative agreement to support with applications for this announcement is **ineligible** (See *Section IV.A.*).

D. Cost Share

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

This section gives more details about **what goes in the application** and **how to submit it**.

- A. Explains that there is support available for applications (“technical assistance”).
- B. Explains that you must submit your application through **Grants.gov** (unless you obtain an exception because of limited internet access).
- C. Gives the **deadline** for applications. It also refers to instructions on how to submit applications. (*Appendix A*)
- D. Lists all the **materials** that must be in the application.
- E. Describes what must be in the “**Project Narrative**,” a part of the application.
- F. Explains by when the application must be submitted (December 19, 2024, at 11:59 pm EST)

A. Technical Assistance

An EPA grant recipient is providing grants-related technical assistance for applicants to these agreements. Technical assistance will be available for activities including but not limited to preparing an application and navigating SAM.gov. Further details about technical assistance can be found on EPA’s [Pesticides Cooperative Agreements 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** 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 EPA’s [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](#) no later than **December 19, 2024, 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

You must include **all** of the “Mandatory Documents” in your application.

The following forms and documents are required under this announcement:

Mandatory Documents:

- 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. Project Narrative Contents*. Additional information about the budget including a budget sample is in Appendix B.
- Brief resumes (not to exceed two pages each) for the project coordinator and key staff.

Optional Documents:

- Letters of Support – May be included in the application to demonstrate connections to the farmworker community, partnerships, funding, or in-kind services.
- Application Checklist (see Appendix D)

E. Project Narrative Contents

This section explains what must go in your “Project Narrative,” which is usually the longest section of the application.

You must follow **all** the instructions below for formatting. You must include **all** the information in items 1-6, below. The Project Narrative cannot be longer than **40 pages**.

Each section of the Project Narrative matches to **sections above** and to the **evaluation (scoring) criteria** below.

The Project Narrative **must contain all parts (1) through (6)** described below, in sequential order as shown. Requirements for Project Narratives for Type 1 and Type 2 agreements are the same, except for *Part 4.b. – Program Design*, and *Part 4.d. – Outreach, Transferability and Sustainability*.

The Project Narrative should be formatted in the following way:

- Each page numbered
- Formatted for 8.5 x 11 inch paper
- Single-spaced
- Text in 11-point font

The Project Narrative **cannot exceed 40 pages**. Each page past the limit will not be considered. Federal forms, budget narrative, resumes, letters of support, and attachments 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-OCSPP-OPP-2024-006
- Project Title:
- Project Coordinator:
- Organization Name and Address:
- Telephone No.: 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):
- DUNS number:
- **Type of agreement**: Specify whether you are applying for the **Type 1 or Type 2** agreement.

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 project with objectives, outputs, and outcomes; and one sentence assuring that your organization meets the eligibility factors, as listed in *Section III. Eligibility Information, A. Eligible Entities*. If your organization “supports” but does not “represent” the farmworker community, please ensure that the statement of eligibility explains the organization’s connection to the farmworker community.

Specify whether you are applying for the **Type 1 or Type 2** agreement.

4. Project Narrative Workplan

a. Purpose, Goal, and Objectives (corresponds to sections *I.B.1.*, *I.B.2.*, and *I.C.4.*)

Explain how the overall approach and plan will meet program objectives.

Describe a plan that includes the following:

- Purpose Statement – Explaining the goal(s) and what will be accomplished as a result of the cooperative agreement.
- Stated goal and a numbered list of concisely written objectives linked to the purpose of the program that are specific, realistic, and measurable.
 - How the goal and objectives are linked to EPA Strategic Plan **Goal 7, Objective 7.1.**

b. Project Design (corresponds to sections *I. B.3*, *I.C.1.*, *I.C.2.*, and *I.C.3.*)

For the Type 1 Agreement

Describe in detail the approach and plan to implement a training and education program with broad coverage, and to develop or revise pesticide safety training materials, in order to expand and enhance WPS training programs for workers, handlers, and farmworker communities. Include descriptions of:

- how the applicant will complete the activities for this agreement type, listed in *Section I.B.3.*, resulting in a program that is culturally and linguistically appropriate to workers and handlers.
- how the applicant will work with employers to deliver the training program.
- how the applicant will identify priority areas with large farmworker communities and unmet needs.
- outputs linked to expected outcomes with anticipated changes or benefits to human health and the environment. Describe in detail the activities to be funded and the resources and tools that will be utilized.
- how the workplan builds upon or considers lessons learned from previous or existing efforts and how they will be used or considered to benefit this project.
- the approach to monitoring and evaluating the training and education program.
- the approach to tracking and reporting progress toward achieving the outputs and outcomes to EPA (including performance measures).

For the Type 2 Agreement

Describe in detail the approach and plan to manage a local farmworker pesticide safety subaward program in support of community-based farmworker nonprofit organizations, which expands farmworker communities' access to information and materials about the WPS, pesticide safety, and related rights. Include descriptions of:

- how the applicant will complete the activities for the main grant recipient for this agreement type listed in *Section I.B.3.*

- Under “WPS support,” how you will provide information about the designated representative or other ways farmworkers can access pesticide safety information.
- Under “WPS support,” how you will provide information about preventing take-home pesticide exposure.
- how the applicant will select local and regional projects that meet all requirements outlined in *Section I.B.3.*, prioritizing large farmworker communities or unmet needs, limiting duplication, and resulting in education, materials, and outreach that is culturally and linguistically appropriate to farmworker communities.
- outputs linked to expected outcomes, and the changes or benefits to human health and the environment that are anticipated. Describe in detail the activities to be funded and the resources and tools that will be utilized.
- how the workplan builds upon or considers lessons learned from previous or existing efforts and how they will be used or considered to benefit this project.
- the approach to monitoring and evaluating the training and education program.
- the approach to tracking and reporting progress toward achieving the outputs and outcomes to EPA (including performance measures).

c. Project Milestone Schedule (corresponds to *Section I.C.3.*, on page 17)

Provide a milestone schedule that:

- Outlines each of the five years of the cooperative agreement, with a breakout of the project activities into phases with associated tasks, a timeframe for completion of tasks, and performance measures.
- Includes an approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

d. Outreach, Transferability and Sustainability (Does not correspond to a specific section of this NOFO; can be discussed throughout the Project Workplan or in a discrete section)

Explain how the overall approach and plan achieve outreach, transferability, and sustainability. Include descriptions of:

- the applicant’s history of working with a broad range of local, state, and national stakeholders.
- how the project design promotes involvement of farmworkers and/or farmworker organizations and how this approach factors in potential obstacles to their involvement. State the roles these people or organizations will play in the project.
- how the project will be disseminated and promoted to ensure trainings, materials, and information reach the intended audience.

- *For the Type 1 Agreement:* Describe collaborators and/or existing networks your organization has that will help ensure that the trainings have broad reach across many states and that the program will focus on areas with large farmworker populations or unmet need. Describe collaborators and/or networks that will help facilitate outreach and foster positive relationships with agricultural employers and groups that work with them.
- *For the Type 2 Agreement:* Describe the collaborators and/or existing networks your organization has that will ensure that you can recruit community-based farmworker nonprofit organizations for local and regional projects in areas with large farmworker populations and unmet need.
- 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.

e. Programmatic Capability and Environmental Results Past Performance

Clearly and specifically describe applicant resources available to support the project. This should include:

- A well-conceived plan to achieve the project’s objectives in a timely and thoughtful manner.
- An example of a successful project and/or past agreement that the applicant completed. Note: This can be an example of a previous cooperative agreement or grant awarded by EPA or of another type of award or project. When evaluating content requested, applicants that do not have any relevant or available past performance history, should indicate so in their proposal and will receive a neutral score for these subfactors. See *Section V. Part III, b.* Applicants who have been awarded an EPA Office of Chemical Safety and Pollution Prevention (OCSPP) assistance agreement for WPS implementation in the past should list that agreement.
- An explanation of the applicant’s experience with reporting requirements including whether the applicant submitted adequate and timely reports on progress toward achieving the expected outputs and outcomes of those projects and/or agreements (and if not, explain why not), and final technical reports. Note: When evaluating experience, applicants that do not have any relevant or available past reporting history, should indicate so in their proposal and will receive a neutral score for these subfactors. See *Section V. Part III, c.*
- A description of staff expertise/qualification, staff knowledge, and resources or the ability to obtain them.
- An explanation of the extent to which the organization supports and/or represents farmworkers. If the organization only supports farmworkers,

then the applicant should demonstrate the depth of their commitment, connections, and relationships to farmworkers and farmworker organizations (See *Section III.A.2.*). This can be demonstrated through:

- Staff biographies
 - Letters of support
 - Organization mission statements
 - Other
- An explanation of the extent to which the organization has experience with the Agricultural Worker Protection Standard and/or pesticide safety and related rights, or how they will acquire that experience. This can be demonstrated through:
 - Completion of previous projects
 - Partnerships
 - Staff resumes
 - Other

f. Budget Narrative

In addition to the SF-424A form, prepare an overall budget listing estimated amounts for each budget category (See Appendix B – Example Budget Table 1). For the Type 1 agreement, list estimated amounts with an estimated \$300,000 for the first year of the project, up to \$600,000 per year for the remaining four years of the project, and not to exceed \$2.5 million over the full five-year project period. For the Type 2 agreement, list estimated amounts with an estimated \$300,000 for the first year of the project, up to \$900,000 per year for the remaining four years of the project, and not to exceed \$3.8 million over the full five-year project period. In addition, prepare a detailed budget and narrative for the first incremental funding (Year 1 of the cooperative agreement) for an estimated \$300,000 (See Appendix B – Example Budget Table 2). The Budget Narrative should:

- Explain or outline the need for funding under each of the following budget categories: personnel, travel, equipment, supplies, and contractual (including consultant) services, and indicate which portions of the costs will be paid with EPA funds and if applicable voluntary cost share. *Note:* Applicants are not required to but may choose to commit to a voluntary cost share as described in *Section III.D. Cost Share*. Please see below for more information on budget categories.
- 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. (See Appendix C – Example Allowable/Unallowable Costs). 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.](#)

- **Note:** For the Type 2 agreement, applicants must allocate at least 60% of the budget to subawards for local and regional projects.

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 Cost Rates, see *Section VI.C., below.*

Budget Categories

- **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."
- **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."
- **Equipment** - Include only equipment proposed purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include costs for each item.
- **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. Examples: office supplies, computer supplies, etc.
- **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.

- **Other Direct Costs** - 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** - 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. 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 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 EPA Subaward Policy Additional Resources for additional guidance.

Note: For examples of allowable and unallowable costs please see Appendix C.

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

5. Attachment A: Timetable

Provide a timetable for each project objective. (Note: **Not** included in 40-page limit.)

6. Attachment B: Resumes

Provide brief resumes (not to exceed two pages each) for the project coordinator and key staff. (Note: **Not** included in 40-page limit).

7. Attachment C: Letters of Support (Optional)

If the project narrative describes connections to the farmworker community, partnerships, funding, or in-kind services, a letter of support may be included in the proposal. Letters of support are not required. If submitted, letters of support should clearly state the intent of the partner and their contribution, cash, or in-kind services to the project. Letters of recommendation will not be considered. (Note: **Not** included in 40-page limit).

8. Attachment D: Application Checklist (Optional)

Applicants may choose to use this checklist to confirm submission of all application components. It is not required. (Note: **Not** included in 40-page limit.)

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

This section gives more details about the **evaluation** and **scoring** of the eligible applications received.

Scores are out of 100 points.

The Type 1 and Type 2 agreements will be scored using most of the same criteria.

Only eligible entities whose application(s) meet the threshold criteria in *Section III., Eligibility Information*, of this announcement will be reviewed according to the evaluation criteria set forth below.

Applicants must directly and explicitly address the evaluation criteria and all requirements outlined in *Section IV.* Each evaluation criterion corresponds to the outline of the Narrative Proposal in *Section IV.* Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

These criteria will be used to evaluate both Type 1 and Type 2 applications as indicated.

Criteria	Max # Points per Section	Total Available Points
Part I. Project Scope & Approach (1, 2, & 3)		
1. Purpose, Goal, and Objectives (corresponds to <i>Section IV.E.4.a.</i>) Under this criterion, applications will be evaluated on the extent and quality to which the narrative proposal workplan has a:		
a. Purpose statement on anticipated accomplishments of the proposal and its benefits to the potential audience(s) served.	2	
b. Goal linked to the purpose, and a numbered list of objectives . Objectives should be specific, realistic, and measurable. Goals and objectives should link to EPA Strategic Plan Goal 7, Objective 7.1.	3	
2. Project Design (corresponds to <i>Section IV.E.4.b.</i>) Under this criterion, EPA will evaluate applications on quality and the extent to which the narrative proposal workplan describe in detail:		39
a. A clear, reasonable, logical approach and plan to: <ul style="list-style-type: none"> i. For Type 1 applications: Describe in detail the approach and plan to implement a training and education program with broad coverage, and to develop or revise pesticide safety training materials, in order to expand and enhance WPS training programs for workers, handlers, and farmworker communities. Explain the process and considerations used to complete the activities for this agreement type, such that the program is culturally and linguistically appropriate to workers and handlers. Explain the process and considerations for working with employers to deliver the training program. Explain the process and considerations used to identify priority areas with large farmworker communities and unmet needs. 	10	

<p>ii. <i>For Type 2 applications:</i> manage a farmworker community pesticide education subaward program in collaboration with local and regional farmworker organizations, which expands farmworker communities’ access to information and materials about the WPS, pesticide safety, and related rights. Explain the process and considerations that will be used to complete all activities for the main grant recipient for this agreement type. Explain the process and considerations used to select local and regional projects that meet all requirements outlined in Section I.B.3., prioritizing large farmworker communities or unmet needs, limiting duplication, and resulting in education, materials, and outreach that is culturally and linguistically appropriate to farmworker communities.</p>		
<p>b. List of outputs linked to expected outcomes with anticipated changes or benefits to human health and the environment. Describes in detail the activities to be funded and the resources and tools that will be utilized.</p>	7	
<p>c. Builds upon or consider lessons learned from previous or existing efforts and explains how they will be used or considered to benefit this project (<i>e.g.</i>, avoiding duplication, expanding the reach of WPS trainings/materials or a previous project).</p>	3	
<p>d. A clear and practical approach to monitor and evaluate the training and education program.</p>	5	
<p>e. A well-defined approach for tracking and reporting progress toward achieving the outputs and outcomes to EPA, including performance measures.</p>	2	
<p>3. Project Milestone Schedule (corresponds to <i>Section IV.E.4.c.</i>)</p> <p>Under this criterion, applications will be evaluated on the extent and quality to which the milestone schedule in the narrative proposal workplan:</p>		

<p>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.</p>	<p>5</p>	
<p>b. Includes a clear approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.</p>	<p>2</p>	
<p>Part II. Outreach, Transferability and Sustainability</p> <p>Under this criterion, applicants will be evaluated based on the extent to which the project accomplishes the requirements listed under <i>Section IV.E.4.d.</i>:</p>		
<p>a. Describes the applicant’s history of working with a broad range of local, state, and national stakeholders.</p>	<p>7</p>	
<p>b. Explains how the project design promotes involvement of farmworkers and farmworker organizations and how this approach factors in potential obstacles to their involvement. State the roles these people or organizations will play in the project.</p>	<p>10</p>	
<p>c. Explains how the project will be disseminated and promoted to ensure trainings, materials, and information reach the intended audience.</p> <p>i. <i>For the Type 1 Agreement:</i> Describes collaborators and/or existing networks the organization has that will help ensure that the trainings have broad reach across many states and that the program will focus on areas with large farmworker populations or unmet need. Describes collaborators and/or networks that will help facilitate outreach and foster positive relationships with agricultural employers and groups that work with them.</p> <p>ii. <i>For the Type 2 Agreement:</i> Describes collaborators and/or existing networks the organization has that will ensure they can recruit community-based farmworker nonprofit organizations for local and regional projects in areas with large farmworker populations and unmet need.</p>	<p>3</p>	<p>22</p>

<p>c. Describes how the project will ensure that information and outcomes will be of use to other organizations and stakeholders so that the project may continue after EPA funding ends (e.g., adoption of developed materials and/or methods, increased capacity in farmworker communities).</p>	<p>2</p>	
<p>Part III. Programmatic Capability and Environmental Results (corresponds to <i>Section IV.E.4.e.</i>)</p> <p>Clearly describe in detail the resources available to support the proposed project and the ability to successfully manage and complete the project. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project considering:</p>		
<p>a. A well-conceived plan to achieve the project’s objectives in a timely, thoughtful manner.</p>	<p>2</p>	
<p>b. Provides an example of a successful project and/or past agreement that the applicant completed.</p>	<p>2</p>	
<p>c. Explains the applicant’s experience with reporting requirements including whether the applicant submitted adequate and timely reports on progress toward achieving the expected outputs and outcomes of those projects and/or agreements (and if not, explain why not), and final technical reports.</p>	<p>2</p>	<p>18</p>
<p>d. Describes the staff expertise/qualification, staff knowledge, and resources or the ability to obtain them in order to successfully execute the program (i.e., WPS subject matter experts, design and manage programs, develop culturally appropriate pesticide safety materials).</p>	<p>4</p>	

<p>e. Describes the extent to which the organization supports and/or represents farmworkers (See <i>Section III.A.2.</i>). If the organization only supports farmworkers, then the applicant must demonstrate the depth of their commitment, connections, and relationships to farmworkers and farmworker organizations. This can be demonstrated through:</p> <ul style="list-style-type: none"> • Staff biographies • Letters of support • Organization mission statements • Other 	3	
<p>f. Describes the extent to which the organization has experience with the WPS and/or pesticide safety and related rights, OR how they will acquire knowledge of the WPS.</p>	5	
<p>NOTE: for (b) and (c) 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 (<i>e.g.</i>, 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 (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.</p>		
<p>Part IV. Budget (Narrative and Forms) (corresponds to <i>Section IV.E.4.f.</i>)</p> <p>Under this criterion, applicants will be evaluated based on the extent to which the project accomplishes the requirements listed under <i>Section IV. Application and Submission Information, E. Narrative Proposal, 4) Proposed Project Workplan, e. Part D Budget Narrative</i>. Additional information is provided in Appendix B.</p>		
<p>a. Includes, in addition to the SF-424A form, an overall five-year budget listing estimated amounts for each budget category.</p> <p style="padding-left: 40px;">i. <i>For the Type 1 agreement</i>, list estimated amounts with an estimated \$300,000 for the first year of the project, up to \$600,000 per year for the remaining</p>	6	21

<p>four years of the project, and not to exceed \$2.5 million over the full five-year project period.</p> <p>ii. <i>For the Type 2 agreement</i>, list estimated amounts with an estimated \$300,000 for the first year of the project, up to \$900,000 per year for the remaining four years of the project, and not to exceed \$3.8 million over the full five-year project period.</p> <p>In addition, includes a separate budget narrative that explains in detail the first-year budget and outlines the need for funding under each budget category.</p>		
<p>b. Links each task or activity from the project workplan to the associated resources needed to accomplish the activity.</p>	6	
<p>c. Include sufficient detail for EPA to determine if costs are eligible, allocable, reasonable, and allowable.</p> <p><i>For the Type 2 agreement, applicants must have allocated at least 60% of funds to subawards for local and regional projects.</i></p>	9	
TOTAL	100	

B. Review and Selection Process

This section explains EPA’s scoring and selection process.

The evaluation process must be a fair and objective review of the applications. Applications must be evaluated on the ranking, evaluation, and selection factors in this announcement and funding recommendations and decisions cannot be based on any unstated factors. A panel of EPA reviewers, one panel for each agreement type, will score each application independently before coming together as a panel to discuss each application and arrive at a consensus score for each criterion. Each panel will add up the total scores of the applications and provide a list of applications based on score to the Selection Official (SO). The SO will review the list and the associated application(s) and may also consider the following factors before reaching a final decision:

- Availability of funds
- Programmatic priorities
- Geographic location/balance
- Project diversity
- Similarity of the project to other projects already being funded by EPA

- Interagency Coordination on Selections
- Organizational diversity in terms of applicant type selected for award in order to ensure a broad representation of entities receiving awards to improve program effectiveness

The Selection Official will make the final decision on the applications that will be recommended for funding.

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](#).

This section explains how EPA will let applicants know if their application was successful.

It explains other details about requirements, terms, and conditions for these agreements.

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 approximately 90 days after closing. 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 SO 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., workplan), 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 viewed at [EPA Grants Overview for Applicants and Recipients](#).

If a conference, workshop, or webinar is an element of the project, the applicant will be required to answer the following questions: Who is initiating the conference, workshop, 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 FR \(Federal](#)

[Register\) 3629, 3630 \(January 26, 2005\)](#). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Please note that the FR noticed referenced to above refers to regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding this, the procedures for competition-related debriefings and disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

F. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Grant Competition Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in Section VII. of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes 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 DUNS, SAM, copyrights, disputes, and administrative capability, can be found at [EPA Solicitation Clauses](#). These and the other provisions that can be found at the website link are important and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

Section VII. Agency Contact

Explains who to contact with **questions**.

If you have questions or need additional information regarding this announcement, please contact Isabel Gross, U.S. Environmental Protection Agency, Office of Pesticide Programs (3204A), 1200 Pennsylvania Ave. N.W., Washington, DC 20460. *Telephone:* (202) 566-1741, gross.isabel@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 [Pesticide Cooperative Agreements](#).

Appendix A – Submission Instructions

A. System for Award Management (SAM.gov) 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 an 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.

B. 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.

C. 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.

D. 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-OPP-2024-006 in the subject line to gross.isabel@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 – Example Budget Tables

A. Example Budget Table 1*

The example budget table below represents an **overall budget** or allocation of \$3,800,000, **over five years** listing estimated amounts for each budget category. Please note that this budget table is required in addition to the required SF-424A form.

PROPOSED 5 YEAR OVERALL BUDGET	EPA Funding	**Cost Share
TOTAL PERSONNEL	\$750,000	\$100,000
TOTAL FRINGE BENEFITS	\$180,000	\$24,000
TOTAL TRAVEL	\$15,000	
TOTAL EQUIPMENT	\$20,000	
TOTAL SUPPLIES	\$150,000	
TOTAL CONTRACTUAL	\$40,000	
OTHER		
Subawards Costs (e.g., local and regional projects for Farmworker Community Pesticide Safety Subaward Program)	\$2, 550,000	
Other Subaward costs		
Additional Other (e.g., participant support costs)	\$20,000	
TOTAL OTHER	\$2,570,000	
INDIRECT CHARGES	\$75,000	
TOTAL FUNDING	(fed) \$3,800,000	(non-fed) \$124,000
TOTAL PROJECT COST (federal and non-federal)	\$3,924,000	

B. Example Budget Table 2*

The example budget table below represents a **detailed budget** for the **first year** of the program for an estimated \$300,000. Please note that this budget table is required in addition to the required budget narrative (see *Section IV.E.4.f*).

DETAILED FIRST YEAR BUDGET	EPA Funding	
Personnel		
(1) Project Manager @ \$42.31/hr x 8 hrs/week x 52 wks	\$17,600	
(2) Project Staff @ \$30/hr x 20 hrs/week x 52 wks	\$62,400	
(1) Outreach Worker @ \$19.23/hr x 20 hrs/week x 52 weeks		\$20,000
TOTAL PERSONNEL	\$80,000	\$20,000
Fringe Benefits		
24% of Salary and Wages	24% (\$80,000)	24% (\$20,000)
- Retirement, Health Benefits, FICA, SUI	\$19,200	\$4,800
TOTAL FRINGE BENEFITS	\$19,200	\$4,800
Travel		
Travel for Project Manager and staff: 333 mi./mo. @ \$0.50/mi. x 12 mos.	\$2,000	
TOTAL TRAVEL	\$2,000	
Equipment		
TOTAL EQUIPMENT	\$1,800	
Supplies		
Office and related supplies to support material development (e.g., printing)	\$6,000	
TOTAL SUPPLIES	\$6,000	
Contractual		
Support Services Contract (e.g., graphic design)	\$0	
TOTAL CONTRACTUAL	\$0	
Other		
Subawards Costs (e.g., Farmworker Community Pesticide Education Subaward Program)	\$180,000	
Participant Support Costs (exempt from indirect costs)	\$3,000	
Additional Other Costs	\$0	
TOTAL OTHER	\$183,000	
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 10% with personnel costs as base	\$8,000	

(Indirect Rate x Personnel = Indirect Costs)		
TOTAL INDIRECT	\$8,000	
TOTAL FUNDING	(fed) \$300,000	(non-fed) \$24,800
TOTAL PROJECT COST (federal and non-federal)	\$324,800	

* Please note that Example Budget Tables 1 and 2 are provided as **examples only** and do **not** represent proposed budgets for this program.

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

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

Appendix C – Example Allowable/Unallowable Costs

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.

Examples of unallowable costs include:

- Stipends for trainees
- Fund raising costs
- Any expenses related to alcohol

Examples of costs that may be allowable include:

- Food and light beverages **may** be allowable but must meet certain requirements and must be approved by the EPA Project Officer first.
- Participant support costs, such as non-employee trainer stipends and travel, subsidies, or rebates for purchases of pollution control equipment **may** be allowable.

Appendix D – Application Checklist (Optional)

Organization:	
Funding Opportunity Title:	

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 (5700-54)	
4	Pre-award Compliance Review Report (4700-4)	
5	Project Narrative Attachment Form and Project Narrative*	

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

Project Narrative 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 Section III (Eligibility Information).	
IV.E.4.	Project Narrative 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:	
IV.E.4.a.	Purpose, Goal, and Objectives	
IV. E.4.b.	Project Design	
IV. E.4.c.	Project Milestone Schedule	
IV. E.4.d.	Outreach, Transferability and Sustainability	
IV.E.4.e	Programmatic Capability and Environmental Results	
IV.E.4.f	Past Performance	
IV.E.4.f	Budget Narrative	
IV. E.5.	Attachment A: Timetable	
IV. E.6.	Attachment B: Resumes	
IV. E.7.	Attachment C: Letters of Support (Optional)	
IV. E.8.	Attachment D: Application Checklist (Optional)	

SUBMISSION NOTES
Submit the Project Narrative with the name “ProjectNarr” followed by the number of the project narrative file in sequential order if there is more than one file. (Example: ProjectNarr1, ProjectNarr2...).