



OFFICE OF CHEMICAL SAFETY AND POLLUTION PREVENTION

WASHINGTON, D.C. 20460

US Environmental Protection Agency

Office of Pesticide Programs

Funding Opportunity Announcement:

Grants Technical Assistance for Pesticide Safety Programs:

Technical Assistance in Support of the Health Care Initiative and the Farmworker Training and Education Program

EPA-OCSPP-OPP-2024-007

Funding Opportunity No. EPA-OCSPP-OPP-2024-007

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

Funding Opportunity Title: Grants Technical Assistance for Pesticide Safety Programs: Technical Assistance in Support of the Health Care Initiative and the Farmworker Training and Education Program

Announcement Type: Notice of Funding Opportunity (NOFO) – Initial Announcement

Funding Opportunity Number: EPA-OCSPP-OPP-2024-007

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

Important Dates

NOFO Competition Period Closes – APPLICATIONS DUE – December 5, 2024

Anticipated Notification of Selection – February 2025

Anticipated Award – May 2025

Deadline: Applications must be submitted electronically to EPA through Grants.gov (www.Grants.gov) no later than **December 5, 2024 at 11:59 p.m. Eastern Time (ET)**. Applications received after the closing date and time will not be considered for funding.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply by **October 31, 2024** to OPPGA@epa.gov. **Please include the number of this announcement (EPA-OCSPP-OPP-2024-007) in the subject line of the email notice.** Submission of Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted applications. Please note that to be considered for funding, complete application packages must be submitted electronically to EPA through Grants.gov (www.Grants.gov) by the closing date and time noted above.

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Section I. Funding Opportunity Description

SUMMARY: The U.S. Environmental Protection Agency (herein EPA or the Agency) is soliciting proposals from eligible applicants for a cooperative agreement to provide grants technical assistance to grant recipients (and subrecipients) of two pesticide safety-related training and education programs, as well as potential applicants to future iterations of those programs. The cooperative agreement is to provide technical assistance for grant management and reporting requirements to grant recipients and subrecipients of the *Pesticides Health Care Initiative: National and Community-based Health Care Provider Training for Pesticide Illness* (HCI) (EPA-OCSPP-OPP-2024-005) and the *Farmworker Training and Education Program for Pesticide Safety* (FTEP) (EPA-OCSPP-OPP-2024-006). The cooperative agreement will also support potential applicants to subsequent programs seeking information and assistance with the grant application process and drafting grant applications. EPA intends to award one cooperative agreement under this solicitation. The total estimated funding expected to be available for awards under this competitive opportunity is up to \$1.47 million over five years. Funding is dependent upon Agency appropriations, funding availability, Agency priorities, and other applicable considerations.

A. Background

EPA's mission is to protect human health and the environment for all with an emphasis on communities adversely and disproportionately affected by environmental harms. Objective 7.1 of EPA's Fiscal Year (FY) 2022-2026 Strategic Plan is to ensure chemical and pesticide safety in order to protect the health of families and communities. EPA supports pesticide safety and education through several cooperative agreements that fund the development of educational materials and trainings.

In 2022, Congress passed the Pesticide Registration Improvement Act of 2022 (PRIA 5). PRIA 5 reserves funding for two grant programs related to pesticide safety and education, specifically to 1) Train and create educational materials for agricultural workers, pesticide handlers, and their communities on the Agricultural Worker Protection Standard (WPS) and related rights; and 2) support technical assistance and training of healthcare providers on the recognition, treatment, and management of pesticide-related illnesses. These programs continue and expand on efforts to promote worker pesticide safety. EPA published two Notices of Funding Opportunity (NOFOs), respectively, to solicit proposals for these activities in September 2024: 1). HCI (EPA-OCSPP-OPP-2024-005) and, 2). FTEP (EPA-OCSPP-OPP-2024-006). EPA anticipates awarding one cooperative agreement for the HCI program and two cooperative

agreements for FTEP. For more information about these funding opportunities, please visit Grants.gov¹ and the EPA Pesticide Cooperative Agreements page.²

PRIA 5 also reserves funding to provide technical assistance to potential applicants and grant recipients of the two programs described above to support them through the grant application process, drafting grant applications, and compliance with grant award management and grant reporting requirements. The PRIA 5 technical assistance set-aside is funding two small grants to support applicants during the current application period for the HCI and FTEP programs and the cooperative agreement to be awarded under this funding opportunity.

Groups that work with underserved communities, including farmworker communities, may lack adequate resources and experience to navigate complex grant application and award making processes and have been limited in their ability to access and manage governmental funding and resources. The anticipated PRIA 5 funding for grants technical assistance aims to support communities and organizations with capacity constraints in accessing and managing federal resources and funding sources.

B. Scope of Work and Objectives

1. Purpose and Scope

The purpose of this cooperative agreement is to build grants management capacity among the recipients of the HCI and FTEP programs by helping them navigate complex grant processes and providing resources that take their cultural and organizational needs into account. The purpose of this agreement is also to improve access to future iterations of the HCI and FTEP programs by providing support and resources to potential applicants. The proposed project should make grants technical assistance easily available to recipients of the HCI and FTEP programs seeking information and support concerning compliance with grant management and reporting requirements. The proposed project should also include plans to support potential applicants to future grant cycles with the grants application process and drafting applications. The scope of work under this agreement includes supporting grant recipients and subrecipients (e.g., partners) of the HCI and FTEP programs from the time of selection through the duration of the cooperative agreement, and, in anticipation of the next grant cycle, providing technical assistance to applicants of subsequent iterations of these programs. Separate awards are supporting applicants

¹ <http://www.grants.gov/>

² <https://www.epa.gov/pesticides/pesticide-cooperative-agreements>

to the two current funding opportunities for the HCI and FTEP (EPA-OCSP-2024-005 and EPA-OCSP-2024-006).

2. Definitions

Healthcare provider training organization (or clinician-training organization) – a public or private nonprofit organization that supports persons involved in some capacity with healthcare and/or the treatment of patients. This may include direct healthcare providers (HCPs) (e.g., physicians, nurse practitioners, physician assistants, nurses). It may also include those who work alongside direct healthcare providers to address social determinants of health (SDOH) or promote awareness of health issues, such as community health workers (*promotores de salud*), outreach staff, social workers, and patient navigators. Other clinic staff (e.g., front-desk and triage staff) may also be considered HCPs.

Farmworker communities – 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 covered by the WPS. It can also refer to places with large farmworker populations.

Farmworker organization – a public or private nonprofit organization that supports and/or represents the farmworker community through engagement, education, and other related services provided to individual community residents and community stakeholders.

Nonprofit organization – 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. 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.

Technical assistance (TA) – the process of providing targeted support to an organization to facilitate quality or performance improvement. Technical assistance can include targeted trainings and creation of resources to support grant recipients with specific problems, among other activities.

3. Objectives

This cooperative agreement will have three main objectives:

- Support grant recipients and subrecipients of the HCI and FTEP cooperative agreements in administering the programs and projects in compliance with EPA grant management and reporting requirements.
- Support potential applicants to subsequent iterations of the HCI and FTEP cooperative agreements with drafting grant applications and the grant application process.
- Ensure that support for grant recipients, subrecipients, and potential applicants is responsive to their needs and cultural context.

4. Activities to be Funded

The recipient of this agreement must address the following underlined categories to deliver easily accessible technical assistance to grant recipients and subrecipients of the HCI and FTEP cooperative agreements (EPA-OCSP-OPP-2024-005 and -006, respectively) concerning compliance with grant management and reporting requirements. This includes support for potential subrecipients of the HCI and FTEP NOFOs. The recipient must also make technical assistance available to potential applicants to future iterations of the HCI and FTEP who are seeking information and assistance with the grant application process and the drafting of grant applications.

To further illustrate activities that may be funded, examples are provided under each identified category. The examples do not represent an exhaustive list:

Grants Administration and Compliance

Note: Activities under this category should support current grantees and subrecipients of the HCI and FTEP cooperative agreements.

- Developing and delivering **trainings and workshops** on grants administration and compliance topics, including:
 - Programmatic and financial reporting.
 - Yearly workplan and budget development.
 - Workplan and budget modifications.
 - Financial management of agreements.
 - EPA Grant Terms and Conditions.
 - Other aspects of EPA grants policies (e.g., allowable/unallowable costs).
 - Communication with EPA project officers.
- Developing and sharing **resources** such as manuals, guides, fact sheets, and recorded webinars on grants administration and compliance topics, including:

- Programmatic and financial reporting.
- Yearly workplan and budget development.
- Workplan and budget modifications.
- Financial management of agreements.
- EPA Grant Terms and Conditions.
- Other aspects of EPA grants policies (e.g., allowable/unallowable costs).
- Communication with EPA project officers.
- Holding **support sessions** or **consultations** with grant recipients and subrecipients to facilitate grants administration and compliance.
- **Reviewing documents** for grant recipients and subrecipients to facilitate grants administrations and compliance.
- Facilitating peer-to-peer training and mentorship among grant recipients and subrecipients.

Application Process and Development³

Note: Activities under this category should support subrecipients and potential applicants to the HCI and FTEP cooperative agreements. These activities must be open to all potential applicants so as not to give any applicant a competitive advantage. All guidance, materials, and resources developed are intended to support all potential applicants and subrecipients of subsequent iterations of the HCI and FTEP programs.

- Outreach to potential applicants of future HCI and FTEP cooperative agreements so they are aware of the funding opportunities and technical assistance being provided.
- Developing and delivering **trainings and workshops** on how to apply for future HCI and FTEP funding opportunities.
- Developing and sharing **resources** such as manuals, guides, fact sheets, and recorded webinars on how to apply for future HCI and FTEP funding opportunities.
- Providing assistance with navigating government systems used in the grant process such as SAM.gov and Grants.gov.
- Holding **support sessions and consultations** on drafting effective grant applications to future HCI and FTEP funding opportunities.
- Reviewing documents to facilitate **applications** to future HCI and FTEP funding opportunities and any potential subawards under those agreements.

Technical Assistance Activities for Organizational Needs and Cultural Context

³ To view resources currently available to potential applicants, please visit the EPA Grants Management Training for Applicants and Recipients page at <https://www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients>.

Note: These activities must be open to all potential applicants so as not to give any applicant a competitive advantage. All guidance, materials, and resources developed should be made available to all potential applicants and subrecipients of subsequent iterations of the HCI and FTEP programs.

- Monitoring and evaluating the technical assistance program to track efficacy, accessibility, and outcomes.
- Making services and resources available to those not fluent in English or that have limited English proficiency, for both the current and future HCI and FTEP programs.
- Coordinating translation services for applicants submitting materials in a language other than English, for both the current and future HCI and FTEP programs.
- Making services and resources responsive to the cultural context and specific barriers faced by the grant recipients and subrecipients of current and future HCI and FTEP cooperative agreements and potential applicants and subrecipients of those awards.

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

Pursuant to Section 6a of EPA Order 5700.7A1, “Environmental Results under EPA Assistance Agreements,”⁴ EPA must link proposed assistance agreements to the Agency’s Strategic Plan. EPA requires that work funded through assistance agreements further EPA’s mission and requires that applicants’ proposals and recipients of grants and cooperative agreements adequately describe environmental outputs and outcomes to be achieved under assistance agreements. See “Linking Assistance Agreements to Environmental Results” for further details.⁵

1. Linkage to EPA Strategic Plan

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).⁶ 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.

⁴ https://www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf

⁵ <https://www.epa.gov/grants/linking-assistance-agreements-environmental-results>

⁶ <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements>

The activities to be funded under this announcement support the FY 2022-2026 EPA Strategic Plan.⁷ Awards made under this solicitation will support Goal 7: Ensure Safety of Chemicals for People and the Environment by improving the safety of pesticides for people at all life stages through access to information and preventing pollution at the source before it occurs. Specifically, activities funded under this agreement should 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. The awardees of the FTEP and HCI grants will educate farmworkers on pesticide safety and healthcare providers on recognizing and treating pesticide-related illness, respectively. This NOFO aims to protect communities by providing grant technical assistance to farmworker and healthcare provider training organizations to support them with navigating complex grant processes and ensuring that resources are available to them that take their cultural and organizational needs into account, thus bolstering their capacity to implement their pesticide safety projects efficiently and effectively. Technical assistance to potential applicants of future iterations of the FTEP and HCI aims to improve access to federal funds and result in strong grant applications with outputs and outcomes applicable to the HCI and FTEP programs. Please read EPA's FY 2022-2026 EPA Strategic Plan⁸ for more information.

2. Outputs

The term *output* means an environmental activity, effort, and/or associated work product related to an environmental goal and objective produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance-agreement funding period. The anticipated outputs of this cooperative agreement should aim to successfully accomplish the activities listed in Section I. Funding Opportunity Description - B. Scope of Work and Objectives - 4. Activities to be Funded, as well as any additional activities proposed by the applicants. For example, an output of this cooperative agreement could be trainings and workshops on reporting requirements, workplan and budget development, modifications, communication with EPA project officers, and other aspects of EPA grants policies. This ties to the above example activity of developing and delivering trainings and workshops on grants administration and compliance topics.

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

⁷ <https://www.epa.gov/planandbudget/strategicplan>

⁸ <https://www.epa.gov/system/files/documents/2022-03/fy-2022-2026-epa-strategic-plan.pdf>

Grants Administration and Compliance

- Trainings and workshops on grants administration and compliance.
- Manuals, guides, fact sheets, and recorded webinars on grants administration and compliance.
- Meetings with grant recipients and subrecipients on grants administration and compliance.
- Documents (such as workplans and budgets) reviewed and/or edited.
- Peer learning sessions.

Application Process and Development

- Trainings and workshops on application development and the grant application process.
- Manuals, guides, fact sheets, and recorded webinars on application development and the grant application process.
- Meetings with potential applicants and subrecipients on application development and the grant application process.
- Documents (such as workplans and budgets) reviewed and/or edited.
- Applications submitted for the next iteration of the HCI and FTEP cooperative agreements.

Technical Assistance Activities for Organizational Needs and Cultural Context

- Surveys, interviews, success stories, or other evaluations (e.g., reporting measures, types of TA requested).
- Quarterly and final programmatic and financial reports to EPA, including performance measures corresponding to project evaluation.
- Interpretation services contracted or bilingual staff employed.
- Trainings and resources developed in/translated into other languages.
- Services and resources tailored to the barriers faced by nonprofit organizations who might apply to subsequent iterations of the HCI and FTEP cooperative agreements and possible subawards.

3. Outcomes

The term *outcome* means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health related, or programmatic in nature, but must be quantitative and correlate with the objectives of the workplan. They do not have to be achieved within an assistance agreement funding period. Using the example output above, an outcome from this cooperative agreement could be an improved capacity to manage federal grants among recipients of the HCI and FTEP cooperative agreements.

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

- Grant recipients and subrecipients of the current HCI and FTEP cooperative agreements have an improved understanding of grants administration and compliance and EPA grants policy.
- Reports, workplans, and budgets submitted to EPA by grant recipients and subrecipients of the current HCI and FTEP cooperative agreements are in full compliance with EPA grants policy.
- Grant recipients and subrecipients of the current HCI and FTEP cooperative agreements administer the awards efficiently and effectively with minimal questioned costs, audits, and performance issues.
- Potential applicants and subrecipients of subsequent iterations of the HCI and FTEP cooperative agreements have an improved understanding of the grant application process, application development, and EPA grants policy.
- Increase in the number, quality, and responsiveness of applications to subsequent iterations of the HCI and FTEP cooperative agreements and associated subawards – particularly from farmworker or healthcare provider training nonprofit organizations who have been limited in their ability to have meaningful access to federal resources and funding opportunities.

4. Performance Measures

The applicant should develop performance measures that measure the various outputs and outcomes and describe them in their application. These performance measures will help gather insights, be the mechanism to track progress concerning successful processes, and will provide the basis for developing lessons to inform future recipients. Additional details on reporting requirements are included in Section VI. D. An example of a performance measure for this cooperative agreement could be the number of organizations the grant recipient trains in grants administration and compliance. Another example could be the number of potential applicants to future HCI and FTEP agreements who seek technical assistance with drafting grant applications and go on to apply for those funding opportunities.

Descriptions of performance measures should directly relate to project outputs and outcomes, and will include tracking, measuring, and reporting actual accomplishments against proposed outputs/outcomes and timelines/milestones.

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

- What are the measurable short-term and long-term results the project seeks to 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 targets included where possible? Are targets reasonable and achievable within the project period and for the funding amount?

The description of performance measures should include descriptions of:

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

D. Statutory Authority

The statutory authority for this action is Section 20 of Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), 7 U.S.C. 136r, which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration, and studies. The Pesticide Registration Improvement Act (PRIA) of 2022, FY 23 Consolidated Appropriations Act PL 117-328 Section 703(a)(1)(K) amends FIFRA, reserving funds for nonprofit organizations to provide easily accessible technical assistance to grantees receiving, and potential grantees applying for, grants providing pesticide-related training to health care providers and farmworkers (as described under subparagraphs (G) and (H)).⁹ This cooperative agreement will implement the technical assistance provision of PRIA 5. It will support FIFRA by improving the quality of cooperative agreement programs and providing capacity-building resources for grant recipients, subrecipients, and potential applicants to the HCI and FTEP agreements, including first-time applicants and nonprofit organizations with limited resources and grant management experience.

⁹ <https://www.congress.gov/117/plaws/publ328/PLAW-117publ328.pdf>

E. Human Subjects Studies

Questions about Human Subjects Studies should be directed to the Human Subjects Research Review Official.¹⁰

F. Minority-serving Institutions

EPA recognizes that it is important to engage all available minds to address the environmental challenges the nation faces. At the same time, EPA seeks to expand the environmental conversation by including members of communities which may have not previously participated in such dialogues to participate in EPA programs. For this reason, EPA strongly encourages all eligible applicants identified in Section III, including minority-serving institutions (MSIs), to apply under this opportunity.

For purposes of this solicitation, the following are considered MSIs:

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at Historically Black Colleges and Universities¹¹
2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at Tribal College or University¹²
3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at Hispanic-Serving Institutions¹³
4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at Asian American and Native American Pacific Islander-Serving Institutions;¹⁴ and
5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. 1059e(b)(6). A list of these schools can be found at Predominately Black Institutions.¹⁵

¹⁰ <https://www.epa.gov/scientific-leadership/forms/contact-us-about-programs-office-science-advisor>

¹¹ <https://sites.ed.gov/whhbcu/one-hundred-and-five-historically-black-colleges-and-universities/>

¹²

https://msiexchange.nasa.gov/institutions?qp%5B0%5D=categories_name&qo%5B0%5D=is&qv%5B0%5D=Tribal%20College%20or%20University

¹³ <https://sites.ed.gov/hispanic-initiative/hispanic-serving-institutions-hsis/>

¹⁴

<https://www.google.com/maps/d/viewer?mid=1XVkOWKMDORm53pvU0L8EPsrJC94&msa=0&ie=UTF8&t=m&z=3&source=embed&ll=40.58644586187277%2c-148.28228249999984>

¹⁵ https://www.google.com/maps/d/viewer?mid=1wli3j7gtlNg_w-ONKAb2bF2VmY&ie=UTF&msa=0&ll=37.35160769312532%2c-96.17229800000001&z=4

Section II. Award Information

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is up to \$1.47 million over five years with an estimated \$140,000 for the first year of the project and no more than \$350,000 per year for the remaining four years. Funding is dependent upon Agency appropriations, funding availability, Agency priorities, and other applicable considerations. The actual award amount may differ from the estimated amounts subject to the availability of funds, the quality of evaluated applications, and other considerations. EPA reserves the right to increase or decrease the total number of awards and award amounts, or not make any awards.

B. Partial Funding

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

C. How Many Agreements Will EPA Award in this Competition?

EPA intends to award one cooperative agreement under this solicitation.

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

D. What is the Project Period for Awards Resulting from this Solicitation?

The project period for awards resulting from this solicitation is estimated to begin in June 2025. Proposed project periods should span five (5) years. The five-year project period for this award is designed to align approximately with the project periods for the HCI and FTEP cooperative agreements.

E. Funding Type

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

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant.
- Collaboration during performance of the scope of work.
- In accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement.
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient).
- Review and comment on reports prepared under the cooperative agreement (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.¹⁶

A. Eligible Entities

In accordance with 66.720—PRIA 5: Farm Worker and Health Care Provider Training and Education Grants—eligibility for this technical assistance program is limited to nonprofit organizations with demonstrated experience providing technical assistance to farmworker or healthcare provider training organizations. Examples of entities eligible for this funding opportunity under 66.720 include public and private nonprofit institutions and organizations (including institutions of higher education and hospitals).

Nonprofit organization, as defined by 2 CFR 200.70, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that 2 CFR Part 200.1 specifically excludes the following types of organizations from the definition of *nonprofit organization* because

¹⁶ <https://www.epa.gov/grants/epa-solicitation-clauses>

they are separately defined in the regulation: (i) institutions of higher education; and (ii) state, local, and federally recognized Indian tribal governments.

While not considered to be a *nonprofit organization(s)* as defined by 2 CFR 200.1, institutions of higher education are, nevertheless, eligible to submit applications under this NOFO. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.1 are also eligible to apply. For-profit colleges, universities, trade schools, and hospitals are ineligible.

Groups of two or more nonprofit organizations may choose to form a coalition and submit a single application for this assistance agreement. However, one entity must be responsible for the cooperative agreement. Coalitions must identify which eligible organization will be the recipient of the assistance agreement, and which nonprofit organization(s) will be subrecipients. EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds. The coalition agreement must also specify roles in performing the scope of work for the agreement. Coalitions are not required in applications, and EPA is not specifically encouraging coalitions.

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

Subrecipients must be consistent with the definition of *subaward* in 2 CFR 200.1 and comply with EPA's Subaward Policy,¹⁷ including that every organization that receives a subaward have a *unique entity identifier* (DUNS number).

For-profit organizations are not eligible for subawards under this grant program but may receive procurement contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 CFR Part 200 and/or 2 CFR Part 1500, as applicable. The regulations at 2 CFR 1500.10 contain limitations on the extent to which EPA funds may be used to compensate individual consultants. Refer to the Best Practice Guide for Procuring Services, Supplies,

¹⁷ <https://www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients>

and Equipment Under EPA Assistance Agreements¹⁸ for guidance on competitive procurement requirements and consultant compensation. Do not name a procurement contractor (including a consultant) as a partner or otherwise in your application unless the contractor has been selected in compliance with competitive procurement requirements.

B. Cost Sharing or Matching

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

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

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

C. Threshold Eligibility Criteria

Threshold eligibility criteria are requirements that if not met by the time of application submission, will result in the elimination of the application from consideration for funding. Only applications from eligible applicants (see Section III. Eligibility Information,

¹⁸ <https://www.epa.gov/grants/best-practice-guide-procuring-services-supplies-and-equipment-under-epa-assistance>

A. Eligible Entities) that meet all these criteria will be evaluated against the ranking criteria in Section V. Application Review Information of this announcement. If necessary, EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration due to the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

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

1. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV. Application and Submission Information of this announcement or else they will be rejected.
2. Where a page limit is expressed in Section IV. Application and Submission Information, with respect to the application, or parts thereof, in excess of the page limitation will not be reviewed. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.
3. In addition, initial applications must be submitted through Grants.gov¹⁹ 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.
4. 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.²⁰ 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.
5. The proposal must address all objectives described in Section I.B.3. Objectives.
6. Submissions must contain specific outputs and outcomes and state how those will be measured and documented.

¹⁹ <http://www.grants.gov/>

²⁰ <https://sam.gov/content/home>

7. Applications must not exceed a performance period of five years or request a funding level of more than \$1.47 million for the full performance period.
8. Applicants must be nonprofit organizations with demonstrated experience in providing technical assistance to farmworker or healthcare provider training organizations.
9. EPA will consider only one application from each eligible applicant including units of government and institutions of higher education.
10. Ineligible activities: If an application is submitted that includes any ineligible activities/costs (e.g., trainee stipends, fundraising costs, or any expenses related to alcohol), that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

Note: 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.

Section IV. Application and Submission Information

A. 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 at the Exceptions to the Grants.gov Submission Requirement webpage.²¹ 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.

²¹ <https://www.epa.gov/grants/exceptions-grantsgov-submission-requirement>

B. Submission Deadline and Instructions

Complete application submission instructions are provided in **Appendix A**. The instructions provide important information on registering in SAM.gov,²² registering and submitting an application through Grants.gov,²³ and address technical issues with submission.

Your organization's Authorized Official Representative (AOR) must submit your complete application electronically to EPA through Grants.gov no later than **December 5, 2024, 11:59 p.m. ET. Please allow for enough time to successfully submit your complete application and allow for unexpected errors that may require you to resubmit. Please note that this process can take a month or more for new registrants.**

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 time and date deadline will be deemed ineligible and not be considered.

C. Application Materials

The following forms and documents are required under this announcement:

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

The following documents are optional:

- Letters of Support – May be included in the application if the project narrative describes partnerships or coalitions. A letter of support should clearly state the intent and the contribution or in-kind services brought to the project. Letters of recommendation will not be considered.

²² <https://sam.gov>

²³ <https://grants.gov>

- Application checklist. Applicants may choose to use the checklist to confirm submission of all application components. See Appendix C.

D. Narrative Proposal

The Narrative Proposal must have all parts in sequential order, as shown below, starting at 1. Cover Page and ending at 4. Proposed Project Workplan – Part D. Budget Narrative. Each page must be numbered, single-spaced, no smaller than 11-point font, and formatted for 8.5 x 11-inch paper with one-inch margins. Electronic files must be readable in Adobe Acrobat PDF or Microsoft Word for Windows. The Narrative Proposal must not exceed 40 pages (this does not include the attachments). Each page past the 40-page limit will not be considered. Federal forms, resumes, letters, or checklists will not count toward the page limit. (See Section III.C. Threshold Eligibility Criteria).

1. Cover Page

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

- EPA funding opportunity number: EPA-OCSP-OPP-2024-007
- Project Title
- Project Coordinator²⁴
- Organization Name and Address
- Telephone Number
- Email Address
- Project Duration (anticipated start date and end no later than date)
- First Year Funding Request
- Total Funding Request (for the entire five-year project)
- Unique Entity Identifier (UEI) generated from the System for Award Management (SAM) website.²⁵ (See Appendix A)

2. Table of Contents

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

²⁴ The Project Coordinator is the lead coordinator for the project and the main contact who would report directly to the EPA Project Officer.

²⁵ <https://sam.gov/content/home>

3. Executive Summary

A stand-alone, concise description of the proposed program with objectives, outputs, and outcomes; and a few sentences explaining how your organization meets the eligibility factors in Section III. Eligibility Information, A. Eligible Entities.

4. Proposed Project Workplan

Clearly describe how the proposed project meets the requirements and guidelines in this announcement under Sections I. Funding Opportunity Description, II. Award Information, and III. Eligibility Information.

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

Project Title

Part A. Project Scope and Objectives

(See Section I. Funding Opportunity Description)

1. Scope, Goal, and Objectives

Explain how your organization's overall approach and plan will meet program objectives and include:

- a. A concise purpose statement explaining the goal(s) of the project and what will be accomplished as a result of the cooperative agreement.
- b. A stated goal and a numbered list of concisely written objective(s) linked to the purpose of the program that are specific, realistic, and measurable. Include how the goal and objectives link to EPA FY 2022-2026 Strategic Plan²⁶ Goal 7, Objective 7.1 – *Ensure Chemical and Pesticide Safety* by protecting “the health of families, communities, and ecosystems from the risks posed by chemicals and pesticides.”

2. Program Design/Detailed Workplan

Describe in detail the approach to providing grant technical assistance to comply with grant management and reporting requirements as well as support with the grant application process and drafting grant applications, including:

²⁶ <https://www.epa.gov/planandbudget/strategicplan>

- a. How the applicant plans to support grant recipients and subrecipients to the HCI and FTEP cooperative agreements in ways that are responsive to their needs and cultural context and how that will build organizations’ capacity to meet the administrative components of a successful project. How the applicant plans to support potential applicants to future iterations of the HCI and FTEP cooperative agreements in ways that are responsive to their needs and cultural context and how that will build organizations’ capacity to develop a successful application.
- b. A list of expected quantitative and qualitative outputs and outcomes of the project (as defined in Sections I.C.2. and I.C.3.) and the approach to completing the activities for this agreement listed in Section I.B.3., including the activities to be funded and the resources and tools that will be utilized. Specific outputs and outcomes should be provided and may include short- and longer-term activities. In addition to a narrative discussion of the outputs and outcomes, the applicant is encouraged to include a table such as the following:

| Anticipated Outputs and Outcomes | |
|---|-----------------|
| Outputs | Outcomes |
| | |
| | |
| | |
| | |

- c. How the workplan builds upon or considers lessons learned from previous or existing federal grant workplans and how those learned skills will be used or considered to benefit this project.
- d. A clear and practical approach to evaluate performance. Applicants should describe their plan for measuring progress toward achieving the expected project outputs and outcomes and how the results of the project will be evaluated, as described in Section I.C.4. of the NOFO.
- e. An approach for tracking and reporting progress toward achieving the expected outputs and outcomes to EPA. This includes regular reports documenting all activities and efforts on implementation and tracking

and measuring progress toward achieving the outputs, outcomes, and milestones in the overall five-year plan and each annual plan.

3. Project Milestones Schedule

Provide a milestone schedule that includes the following:

- 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.
- b. Includes an approach with procedures and controls to ensure that awarded grant funds will be expended in a timely and efficient manner.

Part B. Outreach, Transferability, and Sustainability

1. Explain outreach efforts to grant recipients and subrecipients of the current HCI and FTEP agreements, and potential applicants to future iterations of those programs, particularly those with the highest degree of burden and capacity constraints, to ensure that the technical assistance provided under this cooperative agreement is readily accessible and tailored to their needs.
2. Describe the applicant's history of working with a broad range of local, state, and national stakeholders such as farmworker-serving organizations, hospitals, universities, state public health agencies, Indian Health Services, Pediatric Environmental Health and Safety Units (PEHSUs), National Pesticide Information Center (NPIC), or medical/primary care associations. Applications that demonstrate a strong history of working with farmworker-serving organizations will be rated higher in the evaluation of applications (see Section V.A. Evaluation Criteria).
3. Outline how trainings and resources will be disseminated and promoted to ensure that project information and outcomes are clearly presented in the cultural context of the audience and reach the intended audience or potential audiences. Explain the process for identifying priorities for trainings and resources to be developed or adapted. If relevant, please provide an outreach and/or marketing plan.
4. Describe how the project will ensure that information and outcomes will be of use to other organizations and stakeholders so that the training and resource materials developed may continue to be used after EPA funding ends. Describe plans for providing long-term preservation of, and public access to, the materials/resources/tools developed under the award (including by collaborators) funded in whole or in part by EPA.

Part C. Programmatic Capability, Environmental Results, and Past Performance

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope, and relevance to the proposed project that your organization managed within the last three years (no more than 5 agreements and preferably EPA agreements) and how these experiences will assist with timely and successfully achieving the objectives of the proposed project. Include the names, email addresses, and phone numbers of the Project Officers from both the funding entity and your organization and describe:

1. Your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
2. Applicant resources (including personnel) available to support the project and relevant organizational experience including, but not limited to:
 - a. Providing grant technical assistance to farmworker and healthcare provider training organizations
 - b. Offering targeted support to organizations concerning the grant application process, drafting grant applications, and compliance with grant management and reporting requirements
3. 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.)
4. Your history of meeting the reporting requirements under those agreements, including whether you submitted acceptable final technical reports under those agreements and the extent to which you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.

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

may receive a score of 0 for these factors. See Section V. for information on application scoring and points.

Part D. Budget

In addition to the SF-424A form, prepare an overall budget listing estimated amounts for each budget category with an estimated \$140,000 for the first year of the project, up to \$350,000 per year for the remaining four years, and not to exceed \$1.47 million over the full five-year project period. Prepare a detailed budget and narrative for the first incremental funding (Year 1 of the cooperative agreement) for an estimated \$140,000.

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

Include sufficient detail for EPA to determine if the costs are eligible, allocable, reasonable, and allowable. For more information, see EPA Grants Overview for Applicants and Recipients²⁷ and the Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance.²⁸

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

Budget Categories

1. **Personnel** – Include only direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full or part-time employee. Consultants, contractors, or employees of other partner organizations are not “personnel”.
2. **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”.

²⁷ <https://www.epa.gov/grants/epa-grants-overview-applicants-and-recipients>

²⁸ <https://www.epa.gov/grants/rain-2019-g02>

3. **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.
4. **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.
5. **Contractual (including consultant) Services** – List services and associated costs that are to be carried out by an individual or organization other than the applicant in the form of a procurement relationship. Consultants are contractors. Include a brief description of the scope of work or services to be provided.

NOTE: Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering, or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application. **Refer to Section IV.d. of EPA's Standard Solicitation Clause²⁹ for more information on this important topic.**

6. **Other Direct Costs** – Include only those types of direct costs that do not fit in any of the other budget categories. Examples include occasional photocopying at commercial locations (printing and binding services are contractual), rental of meeting space or instructional facilities, and sub-award costs.
7. **Subawards** – Any award of financial assistance by any legal agreement made by the recipient to an eligible subrecipient. Funding may be used to provide subawards of financial assistance, which includes using subawards to fund partnerships, provided the recipient complies with applicable requirements for subawards including those contained in 2 CFR Part 200. Applicants must

²⁹ <https://www.epa.gov/grants/epa-solicitation-clauses#contractssubawards>

provide a line-item amount for subawards in the Budget Narrative for the “Other Direct Costs” category.

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

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

Include the following attachments (not included in 40-page limit) in your application:

- Attachment 1 – Provide a timetable for each project objective. *(required)*
- Attachment 2 – Provide brief resumes (not to exceed two pages each) for the project coordinator and key staff. *(required)*
- Attachment 3 – Applicants may include letters of support. Letters should clearly state the intent of the partner and their contribution, cash, or in-kind services to the project. Letters of recommendation will not be considered. *(optional)*
- Attachment 4 – Applicants may choose to use the checklist in Appendix C to confirm submission of all application components. *(optional)*

E. Submission Dates and Times

The closing date and time to submit applications is December 5, 2024, at 11:59 p.m. ET. Applications submitted after this date and time will not be considered for funding.

Section V. Application Review Information

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

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

A. Evaluation Criteria

| Evaluation Criteria | Max # Points | Total Points |
|---|--------------|--------------|
| Part A. Project Scope and Objectives | | 40 |
| 1. Scope, Goal, and Objectives Under this criterion, applications will be evaluated on the extent and quality to which the narrative proposal workplan has: | | |
| a. A purpose statement explaining the goal(s) of the project and what will be accomplished as a result of the cooperative agreement. | 2 | (5) |
| b. A stated goal and a numbered list of objective(s) linked to the purpose of the program that are specific, realistic, and measurable. Goals and objectives should link to EPA Strategic Plan Goal 7, Objective 7.1. | 3 | |
| 2. Program Design and Detailed Workplan Under this criterion, applications will be evaluated on the extent and quality to which the narrative proposal workplan accomplishes the requirements listed in Section IV.D.4., Part A. Specifically, applications will be evaluated on the extent to which the narrative proposal workplan has: | | |
| a. Outlined a detailed approach and plan to providing grant technical assistance to comply with grant management and reporting requirements as well as support with the grant application process and drafting grant applications, including how the applicant plans to support grant recipients, subrecipients and potential applicants to the HCI and FTEP cooperative agreements in ways that are responsive to their needs and cultural context and how that will build organizations' capacity to meet the administrative components of a successful agreement. Outlined a detailed approach and plan to providing grant technical assistance to support potential applicants to future iterations of the HCI and FTEP cooperative agreements in ways that are responsive to their needs and cultural context and how that | 10 | (25) |

| | | |
|--|---|-----------|
| will build organizations' capacity to develop a successful application. | | |
| b. A list of expected quantitative and qualitative outputs and outcomes of the project (as defined in Sections I.C.2. and I. C.3.) and the approach to completing the activities for this agreement listed in Section I.B.4., including the activities to be funded and the resources and tools that will be utilized. Specific outputs and outcomes should be provided and may include short- and longer-term activities. | 7 | |
| c. A workplan that builds upon or considers lessons learned from previous or existing efforts and explains how they will be used or considered to benefit this project. | 3 | |
| d. A clear and practical approach to evaluate performance. Applicants should describe their plan for measuring progress toward achieving the expected project outputs and outcomes and how the results of the project will be evaluated. | 3 | |
| e. A well-conceived approach for tracking and reporting progress toward achieving the expected outputs and outcomes to EPA. This includes regular reports documenting all activities and efforts on implementation and tracking and measuring progress toward achieving the outputs, outcomes, and milestones in the overall five-year plan and each annual plan. | 2 | |
| milestone schedule in the narrative proposal workplan: | | |
| a. Contains a list of activities in phases with associated tasks and timeframes for completion of tasks for all five years of the cooperative agreement. | 7 | (10) |
| b. Includes an approach with procedures and controls to ensure that awarded grant funds will be expended in a timely and efficient manner. | 3 | |
| Part B. Outreach, Transferability, and Sustainability | | 20 |
| Under this criterion, applicants will be evaluated based on the extent to which the project accomplishes the requirements listed under Section IV.D.4., Part B. Outreach, Transferability, and Sustainability. Specifically, applications will be evaluated based on how effectively the applicants: | | |
| 1. Explain outreach efforts to grant recipients and subrecipients of the current HCI and FTEP agreements, and potential applicants to future iterations of those programs, particularly those with the highest degree of burden and capacity constraints, to ensure that | 5 | (20) |

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| | | |
|---|---|-----------|
| the technical assistance provided under this cooperative agreement is readily accessible and tailored to their needs. | | |
| 2. Describe their history of working with a broad range of local, state, and national stakeholders that: | | |
| a. Demonstrates experience working with healthcare provider training organizations. | 2 | |
| b. Demonstrates experience working with farmworker-serving organizations. | 5 | |
| 3. Outline how trainings and resources will be disseminated and promoted to ensure that project information and outcomes are clearly presented in the cultural context of the audience and reach the intended audience and potential audiences. Explain the process for identifying priorities for trainings and resources to be developed or adapted. | 5 | |
| 4. Describe how the project will ensure that information and outcomes will be of use to other organizations and stakeholders so that the project may continue after EPA funding ends. | 3 | |
| Part C. Programmatic Capability, Environmental Results, and Past Performance | | 20 |
| Clearly describes in detail the resources available to support the proposed project. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project considering: | | |
| 1. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project. | 6 | (20) |
| 2. Staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. | 6 | |
| 3. Past performance in successfully completing and managing the assistance agreement(s) identified in Section IV.D.4., Part C. of the NOFO. (Note: This can be an example of a previous cooperative agreement or grant awarded by EPA or of another type of award or project.) | 4 | |
| 4. History of meeting the reporting requirements under the assistance agreements identified in Section IV.D.4., Part C. of the NOFO, including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes of those agreements, and, if such progress was not being made, whether the applicant adequately reported why not. | 4 | |
| NOTE: for criteria 3 and 4 above, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants that do not have any relevant or available past performance or past | | |

| | | |
|---|----|------------|
| reporting information, should indicate so in the proposal and will receive a neutral score for these subfactors (items 3 and 4 above) a neutral score is half of the total points available in a subset of possible points. If an applicant does not provide any response for these items, they may receive a score of 0 for these factors. | | |
| Part D. Budget (Narrative and Forms) | | 20 |
| Under this criterion, applications will be evaluated on the extent to which the application, as outlined in Section IV.D.4., Part D. of this NOFO: | | |
| 1. Includes, in addition to the SF-424A form, an overall budget listing estimated amounts for each budget category with an estimated \$140,000 for the first year of the project, up to \$350,000 per year for the remaining four years, and not exceeding \$1.47 million over the full five-year project period. The proposed project workplan includes a detailed budget and narrative for the first incremental funding (Year 1 of the cooperative agreement) for an estimated \$140,000. The proposal explains or outlines the need for funding under each of the following budget categories: personnel, travel, equipment, supplies, and contractual (including consultant) services. | 10 | (20) |
| 2. Links each task or activity from the project workplan to the associated resources needed to accomplish the activity. | 5 | |
| 3. Includes costs that are eligible, allocable, reasonable, and allowable. Applicants should provide enough detail for EPA to make this determination. | 5 | |
| TOTAL | | 100 |

B. Review and Selection Process

EPA reviewers will score each application independently before coming together as a panel to discuss each application and arrive at a consensus score for each criterion. The review panel will sum the total scores and recommend the top ranked application(s) to the Selection Official. The Selection Official will review the recommendation and the associated application(s) and may also consider funding availability and programmatic priorities before reaching a final decision.

C. Additional Provisions Incorporated by Reference

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on “Reporting and use of information concerning recipient integrity and performance” can be found on the EPA Solicitation Clauses³⁰

³⁰ <https://www.epa.gov/grants/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.³¹

A. Award Notification

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

1. **Successful Applicants** – EPA anticipates notification to the successful applicant will be made via telephone, email, or postal mail by February 2025. The notification will be sent to the original signer of the application, or the project contact listed in the application. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. This notification, which advises that the applicant’s proposed project has been recommended for award, is not an authorization to begin performance. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The Selection Official may also consider programmatic priorities and the similarity of the project to other projects already being funded by the EPA. The award notice signed by the EPA grants officer is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., 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 March 2025. The

³¹ <https://www.epa.gov/grants/epa-solicitation-clauses>

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 on the EPA Grants Overview for Applicants and Recipients webpage.³²

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.³³

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

³² <https://www.epa.gov/grants/epa-grants-overview-applicants-and-recipients>

³³ <https://www.epa.gov/grants/epa-solicitation-clauses>

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).³⁴ 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).³⁵ 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

³⁴ <https://www.govinfo.gov/content/pkg/FR-2005-01-26/pdf/05-1371.pdf>

³⁵ <https://www.epa.gov/grants/grant-competition-disputeresolution-procedures>

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 the Data Universal Numbering System (DUNS), SAM, copyrights, disputes, and administrative capability, can be found at EPA Solicitation Clauses.³⁶ 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

If you have questions or need additional information regarding this announcement, please contact Alex Nash, U.S. Environmental Protection Agency, Office of Pesticide Programs (7508M), Pesticide Re-evaluation Division, 1200 Pennsylvania Ave. N.W., Washington, DC 20460. Telephone: 202-566-1435. E-mail: Nash.Alexandra@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 on EPA’s Pesticide Cooperative Agreements webpage.³⁷

³⁶ <https://www.epa.gov/grants/epa-solicitation-clauses>

³⁷ <https://www.epa.gov/pesticides/pesticide-cooperative-agreements>

Appendix A – Submission Instructions

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.gov³⁸ 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 Checklist³⁹ for details on this process.

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

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining a UEI only validates your organization's legal business name and address. Please review the Frequently Asked Questions webpage⁴⁰ 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 Desk⁴¹ 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, 8 a.m. – 8 p.m. ET.

Grants.gov Registration Instructions

Once your SAM.gov account is active, **you must register in Grants.gov**. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact, e-mail 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.⁴² As part of the

³⁸ <https://login.gov/>

³⁹ https://www.fsd.gov/sys_attachment.do?sys_id=51a2fa061b0bcd500ca4a97ae54bcb18

⁴⁰ https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0051214

⁴¹ https://www.fsd.gov/gsafsd_sp

⁴² <https://www.grants.gov/applicants/applicant-registration>

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 Roles⁴³ and Learning Workspace – User Roles and Workspace Actions⁴⁴ 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 for assistance at 1-800-518-4726 or support@grants.gov⁴⁵ 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. Visit the Grants.gov Service Portal⁴⁶ to search through the self-service knowledge base and find answers to frequently asked questions.

Application Submission Process

To begin the application process under this grant announcement, go to Grants.gov⁴⁷ 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 visit the Grants.gov Service Portal for assistance at 1-800-518-4726 or support@grants.gov.

Applicants need to ensure that the Authorized Organization Representative (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

⁴³ <https://www.youtube.com/watch?v=fLxg5Tu3qHA>

⁴⁴ <https://www.youtube.com/watch?v=LsPRj4ILn7Y>

⁴⁵ <mailto:support@grants.gov>

⁴⁶ https://gditshared.servicenowservices.com/hhs_grants

⁴⁷ <https://www.grants.gov/>

registered to the applicant organization's SAM.gov account. If not, the application may be deemed ineligible.

Technical Issues with Submission

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

1. Contact Grants.gov Support Center **before** the application deadline date.
2. Document the Grants.gov ticket/case number.
3. Send an email with EPA-OCSP-OPP-2024-007 in the subject line to nash.alexandra@epa.gov **before** the application deadline time and date. The email **must** include the following:
 - a. Grants.gov ticket/case number(s)
 - b. Description of the issue
 - c. The entire application package in PDF format

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

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

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

Appendix B – Budget Detail Instructions and Descriptions

Section IV.D.4. Part D. of the Project Narrative is a detailed description of the budget found in the Standard Form (SF-424A) and must include a detailed discussion of how EPA funds will be used. In addition to submitting the SF-424A form, the proposal **must** explain or outline the need for funding under each of the budget categories indicating which portions of the costs will be paid with EPA or voluntary cost share, if applicable. Additional information can be found at EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance.⁴⁸

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

Applicants must **itemize costs** related to personnel, fringe benefits, travel, equipment, supplies, contractual costs (including consultant services), subawards and other direct costs, indirect costs, and total costs. The budget narrative must include an overall budget table for allocation of \$1.47 million over five years for each budget category and a detailed budget table and narrative for the first incremental funding (Year 1 of the cooperative agreement) for an estimated \$140,000.

Applicants should use the following instructions and budget object class descriptions to complete the Budget Detail section of the workplan.

- **Personnel** – List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period. This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services) as cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the "Contractual" category; (2) costs for employees of subrecipients under subawards, or non-employee program participants (e.g. interns or volunteers) which are included in the "Other" category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization's negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

⁴⁸ <https://www.epa.gov/grants/rain-2019-g02>

- **Fringe Benefits** – Identify the percentage used, the basis for its computation, and the types of benefits included. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to the cost of leave, employee insurance, pensions, and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.
- **Travel** – Specify the mileage, per diem, estimated number of trips in-state and out-- of-state, number of travelers, and other costs for each type of travel. Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including individual consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, and non-employee program participants (e.g. trainees) which are included in the “Other” category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken.
- **Equipment** – Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR 200.94. The budget detail must include an itemized listing of all equipment proposed under the project. Note: If your organization has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000, then that threshold takes precedence.
- **Supplies** – “Supplies” means all tangible personal property other than “equipment”. The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual** – Identify each type of proposed contract and specify its purpose and estimated cost. Contractual services (including consulting services) are those services to

be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. EPA's Subaward Policy and supplemental Frequent Questions has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the "Other" category. EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of \$3,500 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g., consulting) that are widely available in the commercial market. Refer to EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements⁴⁹ for EPA's policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

- **Other** – List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost. This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance; rental/lease of equipment or supplies; equipment service or maintenance contracts; printing or photocopying; participant support costs such as non-employee training stipends and travel, subsidies or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the "Other" category and include the estimated amount of participant support costs in a separate line item.
- **Subawards** – List the funding amount of each subaward. Subawards are a distinct type of cost under this category. The term "subaward" means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient event if the agreement is referred to as a contract. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the "Other" category and a description of the types of activities to be supported. Refer to EPA Subaward Policy

⁴⁹ <https://www.epa.gov/grants/best-practice-guide-procuring-services-supplies-and-equipment-under-epa-assistance-agreements>

for EPA Assistance Agreement Recipients⁵⁰ and Additional Resources⁵¹ for additional guidance.

- **Indirect Charges** – If indirect charges are budgeted, indicate the approved rate and base. Indirect costs are those incurred by the award recipient for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost.

Examples of Indirect Cost Rate calculations are shown below:

- Personnel (Indirect Rate x Personnel = Indirect Costs)
- Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
- Modified Total Direct Costs (Indirect Rate x Modified Total direct costs = Indirect Costs)
- Direct Costs minus distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

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

⁵⁰ <https://www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients>

⁵¹ <https://www.epa.gov/grants/epa-subaward-policy-additional-resources>

Appendix C – Application Checklist (optional)

| | |
|---|--|
| Organization: | |
| Funding Opportunity Title: Grants Technical Assistance for Pesticide Safety Programs | |
| Funding Opportunity No. EPA-OCSP-OPP-2024-007 | |

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

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

| Narrative Proposal Sections | | |
|--|--|-----------------------------------|
| Reference in Announcement | Description | Submitted? (Yes or No) |
| IV.D.1. | Cover Page: The cover page must list the required information with the applicant’s organization’s letterhead. | |
| IV.D.2. | Table of Contents: A table listing the different parts of the application and the page number on which each part begins. | |
| IV.D.3. | Executive Summary: A stand-alone, concise description of the project with objectives, outputs, and outcomes; and one sentence assuring that your organization meets the eligibility factors, as listed in <i>Section III</i> . (Eligibility Information). | |
| IV.D.4. | Narrative Proposal Workplan: The narrative proposal workplan must directly and explicitly describe how the proposed project meets the guidelines in this announcement. The narrative proposal workplan must contain all parts in sequential order as shown below. Note: the Narrative Proposal (Parts A-D) must not exceed 40 pages. | |
| | Part A. Project Scope and Approach | |
| | Part B. Outreach, Transferability, and Sustainability | |
| | Part C. Programmatic Capability and Environmental Results Past Performance | |
| | Part D. Budget Narrative | |
| | Attachment 1: Timetable | |
| | Attachment 2: Brief Resumes | |
| | Attachment 3: Letters of Support (optional) | |
| | Attachment 4: Checklist (optional) | |
| SUBMISSION NOTES | | |
| <ul style="list-style-type: none"> - Submit the Narrative Proposal with the name “NarrProp” followed by the number of the narrative proposal file in sequential order if there is more than one file. (Example: NarrProp1, NarrProp2...). | | |