



US Environmental Protection Agency Office of Pesticide Programs

Funding Opportunity Announcement:

**EPA School Integrated Pest Management Grants
(EPA-OPP-11-002)**

June 3, 2011

Funding Opportunity Announcement

EPA School Integrated Pest Management Grants

Overview Information

The following list provides key information concerning this funding opportunity:

- A. **Federal Agency and Office Name:** Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSP), Office of Pesticide Programs (OPP)
- B. **Funding Opportunity Title:** EPA School Integrated Pest Management Grants
- C. **Funding Opportunity Number:** EPA-OPP-11-002
- D. **Announcement Type:** Request for Applications (RFA) - Initial Announcement
- E. **Catalog of Federal Domestic Assistance (CFDA) number:** 66.716 - Surveys, Studies, Demonstrations, Educational Outreach, and Special Projects within the Office of Chemical Safety and Pollution Prevention
- F. **Statutory Authority:** Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20.
- G. **Dates:** Applications must be submitted through either Grants.gov or via express delivery. Grants.gov submissions must be submitted on or before **July 18, 2011** by midnight Eastern Time. Hard copy applications via express delivery only (e.g., FedEx, UPS, etc.) must be received on or before **July 18, 2011** by 5:00 PM Eastern Time. EPA will not accept applications submitted via fax, email, or 1st Class Mail delivery by U.S. Postal Service. See Section IV for further information. Applications received after the closing date will NOT be considered for funding.

Brief Description

EPA's Office of Pesticide Programs (OPP) announces the availability of approximately \$1 million for assistance agreements to further through research, development, monitoring, public education, training, demonstrations, or studies the adoption of verifiable integrated pest management (IPM) by the nation's kindergarten to 12th grade public and tribal schools. IPM is a sustainable approach to managing pests that combines biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks. A school IPM program uses easily implemented strategies to reduce sources of food, water, and shelter for pests in school buildings and grounds. Verifiable school IPM is an ongoing activity that includes all of these documented elements: understanding pests; setting action thresholds for key pests, i.e., knowing when to take action against key pests; monitoring for pests, their locations and populations; removing conditions that allow pest infestation; and using one or more effective pest control methods including sanitation, structural maintenance, and nonchemical methods in place of or in combination with pesticides.

Proposed projects must further through research, development, monitoring, public education, training, demonstrations, or studies the adoption of verifiable IPM by kindergarten to 12th grade public and tribal schools that identify and reduce the risks associated with pesticide use. EPA strongly encourages projects that utilize consortia, partnerships, and other collaborative means in conducting the project. Proposed projects must conform to applicable state and/or tribal pesticide application requirements and IPM regulations. This program will not support projects the primary aim of which is to address the use of antimicrobial and cleaning agents in schools or pest management in school greenhouses or demonstration gardens.

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$1 million. The Agency anticipates funding a number of projects ranging from approximately \$50,000 up to no more than \$250,000, subject to the availability of funds, the quality of proposals received, and other applicable considerations. The project period of performance is limited to two years. Selections and awards will be made by EPA's Office of Pesticide Programs with funding from EPA's Office of Chemical Safety and Pollution Prevention.

I. Funding Opportunity Description

A. History

In 2010, EPA increased its commitment to further the implementation of verifiable integrated pest management (IPM) in the school environment. As part of this commitment, EPA's Office of Pesticide Programs is initiating this grant program to support projects that through research, development, monitoring, public education, training, demonstrations, or studies will support recipients' efforts to increase IPM adoption by kindergarten to 12th grade public and tribal schools.

IPM is defined in the Food Quality Protection Act as, "a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks." IPM is a safer and usually less costly option for effective pest management in a school community.

Verifiable school IPM is an ongoing activity that includes all of these documented elements: understanding pests; setting action thresholds for key pests, i.e., knowing when to take action against key pests; monitoring for pests, their locations and populations; removing conditions that allow pest infestation; and using one or more effective pest control methods including sanitation, structural maintenance, and nonchemical methods in place of or in combination with pesticides. Additional information on IPM in schools can be found on EPA's website at <http://www.epa.gov/pesticides/ipm/>.

This announcement provides the procedures and requirements for submitting applications for the fiscal year 2011 program. Information on school IPM projects funded by EPA since 1998 may be obtained at <http://sai.ipm.gov/pub/> or from the Agency Contact listed in Section VII.B.

B. Authority

EPA expects to award assistance agreements under the authority provided in Section 20 of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA, 7 U.S.C. 136r) which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration (which is the use of new or innovative approaches, methods, or technologies), and studies. Regulations governing these assistance agreements are found at 40 CFR Part 31 for States. In addition, the provisions in 2 CFR Part 180 governing government-wide debarment and suspension; and the provisions in 40 CFR Part 34 regarding restrictions on lobbying apply. All costs incurred under this program must be allowable under the applicable OMB Circulars A-87 (Cost Principles for State, Local and Indian Tribal Governments), relocated to 2 CFR Part 225; A-122 (Cost Principles for Non-Profit Organizations), relocated to 2 CFR Part 230; and A-21 (Cost Principles for educational institutions), relocated to 2 CFR Part 220. Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (e.g., lobbying members of Congress or lobbying for other Federal grants, assistance agreements or contracts). See 40 CFR Part 34.

C. Program Description

1. Goals and Objectives

The goal of EPA's IPM in schools program is to identify and reduce the risks associated with pesticide use in buildings and on grounds around kindergarten to 12th grade public and tribal schools in the United States. EPA intends that recipients will use funding provided under this program to:

- encourage, through research, development, monitoring, public education, training, demonstrations, or studies, kindergarten to 12th grade public and tribal schools to adopt verifiable IPM programs that identify and reduce the risks associated with pests and pesticide use (e.g., examining scouting methods for grub control on ten turf and athletic fields used by students from kindergarten through 12th grade comprising approximately 300 acres), and
- measure and document the impacts of verifiable public and/or tribal school IPM programs on the environment and human health (e.g., application amounts of insecticides X and Y for grub control will be reduced by 50% of the previous two calendar years and a turf and athletic field grub monitoring program will be established.)

Projects must be focused on insect, weed, pathogen, and vertebrate pests and must conform to applicable state pesticide application requirements and IPM regulations. This program will not support projects whose primary aim is to address the use of antimicrobial and cleaning agents in schools or pest management in school greenhouses or demonstration gardens.

2. Purpose and Scope

The EPA School IPM Grants will provide financial assistance to eligible applicants to carry out projects that foster through research, development, monitoring, public education, training, demonstrations, or studies the adoption of IPM by kindergarten to 12th grade public and tribal schools. Proposed projects must have specific outcomes that can quantitatively document the project's environmental, human health, economic, and/or community impacts. Awards will be made by EPA's Office of Pesticide Programs with funding from EPA's Office of Chemical Safety and Pollution Prevention.

D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan/GPRA Architecture

These assistance agreements will support EPA Strategic Plan Goal 4, Healthy Communities and Ecosystems; Objective 4.1: Chemical, Organism and Pesticide Risk; Subobjective 3 – Protect Human Health from Pesticide Risk - Program/Project J1; and Subobjective 4 – Protect the Environment from Pesticide Risk – Program/Project J2; and Objective 4.5: Enhance Science and Research, Sub-objective 4.5.2: Conduct Relevant Research. To see EPA's 2006-2011 Strategic Plan visit <http://www.epa.gov/ocfo/plan/plan.htm>.

2. Outputs

Pursuant to EPA Order 5700.7, *Environmental Results under EPA Assistance Agreements*, EPA requires all applicants and recipients to adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature, and in how they are measured. The application should demonstrate a clear linkage between the relevant goals listed in the EPA Strategic Plan (2011-2015) and the projects expected outputs and outcomes.

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

The anticipated outputs of the expected agreements may include: (1) IPM programs for public and tribal schools that comport with state and/or tribal pesticide application regulations and school IPM legislation/regulations; (2) the creation and support of consortia, partnerships, or other collaborative entities to provide IPM training in kindergarten to 12th grade schools; (3) support for multi-state, tribal or regional school IPM technology transfer and training, such as webinars or distance learning opportunities; (4) on-site training for public and tribal school administrators, teachers, custodians/ maintenance staff, food service staff, and pest management professionals providing pest control services to schools; and (5) conferences and seminars on the implementation of IPM in schools.

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 (1) environmental, (2) behavioral, (3) health related or (4) programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Expected outcomes of the projects to be awarded through this announcement include: (1) increasing the number of students in kindergarten through 12th grade public and tribal schools that are implementing verifiable school IPM programs; (2) increasing the number staff in kindergarten through 12th grade public school buildings under verifiable IPM programs; (3) increasing the acreage associated with kindergarten through 12th grade public school grounds under verifiable IPM programs; (4) quantitatively measure reductions in pesticide use and/or pest complaints realized through the adoption of school IPM practices; (5) increasing consortia, partnerships, or other collaborative arrangements between public and tribal schools, state/tribal/local agencies and related stakeholders to advance the adoption of school IPM practices; and (6) increasing pesticide applicator knowledge in school IPM through training programs.

II. Award Information

A. Amount of Funding Available

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$1 million. The Agency anticipates funding a number of projects ranging from approximately \$50,000 up to no more than \$250,000, subject to the availability of funds, the quality of proposals received, and other applicable considerations. The project period of performance is limited to two years. EPA reserves the right to reject all applications and make no awards.

B. Total Number of Awards

The Agency anticipates funding a number of projects ranging from approximately \$50,000 up to no more than \$250,000, subject to the availability of funds, the quality of proposals received, and other applicable considerations

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

C. Partial Funding

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

D. Start Date/Project Duration

The estimated project period for awards resulting from this solicitation will begin in September 2011. Proposed project periods may be up to two (2) years.

E. Funding Type

Successful applicants will be issued a grant or cooperative agreement as appropriate. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the performance of the scope of work; in accordance with 40 CFR 30.44(e) or 31.36(g), as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

F. Funding Restrictions

Indirect costs must be included in the funding amount. In accordance with 40 CFR 30.25 (f), “Recipients are authorized without prior approval or a waiver to: (1) Incur pre-award costs 90 calendar days prior to award. (i) Pre-award costs incurred more than 90 calendar days prior to award require the prior approval of the EPA Award Official. (ii) The applicant must include all pre-award costs in its application. (iii) The applicant incurs such costs at its own risk (i.e., EPA is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs). (iv) EPA will only allow pre-award costs without approval if there are sufficient programmatic reasons for incurring the expenditures prior to the award (e.g., time constraints, weather factors, etc.), they are in conformance with the appropriate cost principles, and any procurement complies with the requirements of this rule.”

G. Additional Award Information

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

III. Eligibility Information

A. Eligible Applicants

Eligible applicants include states, U.S. territories or possessions, federally recognized Indian tribal governments and Native American Organizations, public and private universities and colleges, schools and school districts, other public or private nonprofit institutions, local governments, and individuals. For-profit organizations are not eligible. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are also not eligible to apply.

B. Cost Sharing/Matching

Matching funds are not required.

C. Threshold Eligibility Information

These requirements, if not met by the time of application submission, will result in elimination of the application from consideration for funding. Only applications that meet **ALL** of these criteria will be evaluated against the ranking factors in Section V of the announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility

review will be notified within 15 calendar days of the ineligibility determination.

1. Applicants must be eligible (see Section III.A) to receive funding under this announcement.
2. Submissions must specifically state how the project will support through research, development, monitoring, public education, training, demonstrations, or studies a verifiable school Integrated Pest Management program that will identify and reduce the risks associated with pests and pesticide use in and around kindergarten through 12th grade public and/or tribal schools.
3. Submissions must specifically state how the impacts (of the school IPM project) on human health and the environment will be measured and documented.
4. Submission of proposed projects must contain specific outcomes that quantitatively document the project's impacts (e.g. number of children under verifiable IPM program).
5. Project impact area(s) - environmental, human health, economic, and/or community - must be declared in the proposal submission.
6. The maximum funding level requested for a project must not exceed \$250,000.
7. The proposed project period of performance must not exceed two years.
8. Projects must take place within the United States.
9. Applications must comply with the submission instructions and requirements set forth in Section IV. Where page limitations are established, pages in excess of the page limitation will not be reviewed.
10. Applications submitted through Grants.gov must be received, as specified in Section IV, on or before **July 18, 2011** by midnight Eastern Time.
11. Hard copy applications submitted via express delivery (e.g., FedEx, UPS, etc.) must be received by **July 18, 2011** by the Agency Contact listed in Section VII.A by 5:00 PM Eastern Time.
12. Hard copy applications will only be accepted via an express delivery service. EPA will not accept applications submitted via fax, email, or standard 1st Class Mail delivery by U.S. Postal Service.
13. Applications received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy submissions, where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an Agency mailroom is not sufficient. Applicants should confirm receipt of their applications with the Agency Contact as soon as possible after the submission deadline; failure to do so may result in their application not being reviewed.
14. EPA will consider only the first application submitted by each individual investigator. Applications from different investigators within the same organization are acceptable.

IV. Application and Submission Information

A. How to Obtain Application Package

To view the full funding announcement, go to <http://epa.gov/pestwise/grants/>. Alternatively, go to <http://www.grants.gov> and click on "Find Grant Opportunities" on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

Applicants may obtain the required application forms from EPA's Office of Grants and Debarment website at http://www.epa.gov/ogd/grants/how_to_apply.htm.

B. How to Submit Applications

Applicants have the option to submit their applications in one of two ways: 1) Hard copy via express delivery (FedEx, UPS, etc.) or 2) electronically via Grants.gov. EPA will not accept applications submitted via fax, email, or 1st Class Mail delivery by U.S. Postal Service. Applicants must submit a complete, detailed application to include all of the documents described in Section IV.C. below.

1. Hard Copy Submission

Applicants must submit, via express delivery (FedEx, UPS, etc.), one original plus one copy of the complete package including all of the documents identified in Section IV.C by **July 18, 2011** by 5:00 PM local Eastern Time. In addition, a CD containing separate Microsoft Word or Adobe PDF files corresponding to each of the documents identified in Section IV.C must be submitted. Hard copy submissions must be sent to the Agency Contact listed in Section VII.A.

2. Grants.gov Submission

Applicants choosing to send their application electronically must do so through <http://www.grants.gov> on or before **July 18, 2011** by midnight Eastern Time. Grants.gov is a database created in response to the President's 2002 Fiscal Year Management Agenda to improve government services to the public. Agencies were instructed to "allow applicants for Federal grants to apply for and ultimately manage grant funds online through a common website, simplifying grants management and eliminating redundancies." Please refer to **Attachment A** at the end of this announcement for instructions on sending an application through <http://www.grants.gov>.

If you have not received a confirmation of receipt from EPA within 5 business days after the application submission deadline, please contact the Agency Contact listed in Section VII.A. Failure to do so may result in your application not being reviewed.

C. Content of Application Submission

Regardless of the mode of submission, the application package must include all of the following materials, in the sequential order shown. Additional guidance on completing the documents is available through EPA's Office of Grants and Debarment (<http://www.epa.gov/ogd/>).

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

Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. Be sure to include organization fax number and e-mail address in Block 5 of the SF-424 form. Clearly state the total funding amount requested for the ENTIRE project period in Block 15.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711. Alternatively, applicants may also request a DUNS number online by going to <http://fedgov.dnb.com/webform> and following the instructions for a cooperative agreement.

2. SF-424A, Budget Information for Non-Construction Programs

Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. The amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e. a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. Clearly state the total funding amount requested for the ENTIRE project period in Block 15.

3. EPA Form 5700-54, Key Contacts

Complete the form available at http://www.epa.gov/ogd/forms/adobe/5700-54_sec.pdf. There are no attachments. If additional pages are needed, attach these additional pages to your front page in the form of an MS Word document. Include a header on the additional pages with the form number and your name.

4. SF-424B, Assurances for Non-Construction Programs

Complete the form available at http://www.epa.gov/oqd/forms/adobe/SF424B_sec.pdf. There are no attachments.

5. EPA Form 6600-06, Lobbying Form – Certification Regarding Lobbying

Complete the form available at http://www.epa.gov/oqd/AppKit/form/Lobbying_sec.pdf. There are no attachments. Disregard the line in the upper right for inserting an EPA Project Control Number.

6. EPA Form 4700-4, Pre-Award Compliance Review Report

Complete the form available at http://www.epa.gov/oqd/forms/adobe/4700-4_sec.pdf. There are no attachments.

7. Project Proposal

a. Cover Page (page 1). The cover page must list the following information with your letterhead:

- EPA docket ID number: EPA-HQ-OPP-11-002
- Project Title:
- Project Coordinator:
- Organization Name and Address:
- Telephone No.: Fax No.: Email Address:
- Project Duration (including Starting Date and Ending Date):
- First Year Funding Request:
- Second Year Funding Request, if applicable:
- Total Funding Request (for the entire project):
- Indicate if this application is for new activities connected with a previously EPA funded project. If yes, please provide the following:
 - EPA Assistance Number: _____
 - Budget Period of Project: _____

b. Table of Contents (Page 2): A one-page table listing the different parts of the application and the page number on which each part begins.

c. Executive Summary (page 3). Stand-alone, one page document that concisely explains the project objectives, outputs, and outcomes. It must also include an assurance that the eligibility factors, as listed in Section III (Eligibility Information), are addressed in the application.

d. Project Narrative (10 pages or less). The description shall contain the Parts I – VI as identified below.

The project narrative must be 10 pages or less typewritten on 8.5 x 11 inch paper, single spaced. The project narrative must contain the following information in the sequential order shown:

Project title

Part I. Project Summary and Approach

- i. Purpose Statement: One sentence description of what will be accomplished as a result of the project including the number of kindergarten to 12th grade children impacted.
- ii. Project Design: Describe the project activities and how they will advance the adoption of verifiable school IPM, thereby improving human health, the environment, and/or the school community. Describe how the project activities build upon or consider lessons learned from existing efforts. Describe the target

audience and geographic area intended for this project, and how you will encourage participation by these groups. Explain the project benefits to the public, and specifically the potential audience(s) served. Provide evidence of stakeholder participation, consortia involvement, or partnerships in the project.

Part II. Technical Merit

Declare the project impact area(s) - environmental, human health, economic, and/or community. Outline the technical and scientific approaches, how they will be used to achieve individual project goals and used to measure project objectives, and the anticipated project outputs and human health/environmental outcomes.

Part III. Outreach, Transferability, and Sustainability

Describe the applicant's history of working with schools and stakeholders on IPM and other pesticide risk reduction projects over the last three years. Explain how the project design promotes meaningful involvement of partner organizations and local stakeholders to advance IPM adoption by schools and school systems. Outline how the project will be promoted to ensure project information and outcomes are clearly presented and reach the intended audience and potential audiences. Describe how the project will ensure that information and outcomes will be of use to other schools, school districts, regions, states, and/or states so that the project may continue after EPA funding ends.

Part IV. Project Performance Measures and Expected Outcomes and Outputs

Identify the expected project outputs (see Section I.D.2) and how progress towards achieving the expected outputs will be tracked and measured. For example, output measures should include the: number of schools, students/staff, school grounds or athletic field acreage impacted by the project or the number of pesticide applicators trained through the project.

Identify the expected quantitative and qualitative outcomes of the project (see Section I.D.3), including what measurements (direct or surrogate) will be used to track your progress towards achieving the expected outcomes and how the results of the project will be evaluated. Direct measures identify actual environmental changes occurring from IPM programs. For example: reductions in insecticide use over time. In contrast, surrogate measures identify changes in strategies or behavior that should lead to environmental changes. For example: an increase in the percentage of public and tribal schools or schools systems using an IPM technique. Explain how the results of the project will be evaluated.

Part V. Past Performance - Programmatic Capability and Environmental Results **Past Performance**

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available

past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on 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.

8. Budget Narrative

In addition to the SF-424A form, prepare a detailed budget with narrative, explaining/outlining the need for funding under each of the appropriate budget categories as listed below. Link each task or activity from the project work plan to the associated resources needed to accomplish the activity.

Personnel: Include only direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full time employee. Personnel costs do not include: costs for services of consultants, contractors or other partner organizations. Include the requested federal and any non-federal cost share in these estimates.

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.

Equipment: Include only equipment proposed to be purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include costs for each item.

Supplies: Include tangible personal property other than equipment. Include a brief description of the supplies required to perform the work and categorized by major supply category. Example: office supplies, computer supplies, etc.

Contractual/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. Include a brief description of the scope of work or services to be provided.

Other Direct Costs: Include only those types of direct costs that do not fit in any of the other budget categories. Examples include: printing/photocopying and sub-award costs.

Sub-awards: Any award of financial assistance by any legal agreement made by the recipient to an eligible sub-recipient.

Include sufficient detail for EPA to determine if the costs are eligible, allocable, reasonable, and allowable. For more information, see <http://www.epa.gov/ogd/recipient/tips.htm> and for guidelines and a sample budget, see <http://www.epa.gov/ogd/AppKit/budget%20sample.pdf>.

You must submit, as Appendix C, a copy of your organization's Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs. See instructions for Appendix C below.

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 applicants cognizant 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 may not 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 scope of work.

9. SF-LLL, Disclosure of Lobbying Activities, if applicable

Complete the form, available at http://www.epa.gov/ogd/AppKit/form/sfillin_sec.pdf, if your organization is involved in lobbying activities.

10. Appendix A: Timetable

Provide a timetable that details each project objective.

11. Appendix B: Resumes

Provide brief resumes (not to exceed two pages) for the major project participants.

12. Appendix C: Indirect Cost Rate Agreement

You must submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

D. 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 grant. Coalitions must identify which eligible organization will be the recipient of the assistance agreement, and which eligible organization(s) will be sub-awardees of the recipient. Sub-awards or sub-grants must be consistent with the definition of that term in 40 CFR Parts 30.2(ff) and 31.3. The recipient must administer the assistance agreement, is accountable to the EPA for proper expenditure of the funds and reporting, and will be the point of contact for the coalition. As provided in 40 CFR Parts 30.2(gg) and 31.3, sub-recipients or sub-grantees are accountable to the recipient or grantee for proper use of EPA funding.

Coalitions may not include for-profit organizations that will provide services or products to the successful applicant. For-profit organizations are not eligible for sub-awards. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 40 CFR Parts 30 and 31. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in the application. Moreover, the fact a successful applicant has named a specific contractor or consultant in the application EPA approves does not relieve it of its obligation to comply with competitive procurement requirements or consultant compensation limitations.

E. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372 or Section 204 of the Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your application is selected for funding.

F. Allowable Costs

EPA grant 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 OMB Circulars A-87 (Cost Principles for State,

Local and Indian Tribal Governments), relocated to 2 CFR Part 225; A-122 (Cost Principles for Non-Profit Organizations), relocated to 2 CFR Part 230; and A-21 (Cost Principles for educational institutions), relocated to 2 CFR Part 220, as appropriate.

G. Confidential Business Information

By submitting an application in response to this solicitation, the applicant grants the EPA permission to make limited disclosures of the application to technical reviewers both within and outside the Agency for the express purpose of assisting the Agency with evaluating the application.

It is not recommended that you include confidential business information (“CBI”) in your application. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

The Agency protects competitive applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

H. Pre-proposal/Application Assistance and Communications

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. Responses to questions will be posted on OPP's web site at <http://www.epa.gov/pestwise/pep/grants/frequentquestions.html>.

I. Contracts and Subawards

1. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?

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.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. 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 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant 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 application solely based on the firm's role in preparing the application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

2. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- i. an applicant's named subawardees/subgrantees identified in the application if the applicant demonstrates in the application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.
- ii. an applicant's named contractor(s), including consultants, identified in the application if the applicant demonstrates in its application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the application evaluation process unless the applicant complies with these requirements.

V. Application Review Information

Each application that meets the eligibility requirements set forth in Section III will be subjected to a technical and programmatic review. The following criteria will be used in the evaluation process:

A. Application Review

All application packages received will be reviewed by the Agency Contact, or their designee who will determine if the applications meet threshold eligibility criteria established in Section III. Application packages that meet the threshold eligibility criteria will be evaluated by a panel convened by the Agency Contact, or their designee, against the selection criteria described below.

B. Selection Criteria

Each eligible application will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

Criteria	Points
<p>1. <u>IPM in Schools Priorities</u>. Under this criterion, applicants will be evaluated based on the extent to which the project clearly addresses the goals and objectives identified in Section I.C.1.</p>	10
<p>2. <u>Technical Merit</u>. Under this criterion, applicants will be evaluated based on their ability to:</p> <p>(a) describe a technically/scientifically sound approach with clearly described project goals and measurable objectives (15 points), and</p> <p>(b) describe anticipated outputs and human health/environmental outcomes (i.e., reasonable for the proposed project, technical merit, and expected human health/environmental improvements, significance of human health/environmental improvements) (10 points).</p>	25
<p>3. <u>Outreach, Transferability and Sustainability</u>. Under this criterion, applicants will be evaluated based on:</p> <p>(a) the extent to which the project includes meaningful involvement of consortia, partner organizations, collaborating entities, and/or stakeholders to advance the adoption of IPM practices by schools or school districts(10 points),</p> <p>(b) how the project will ensure that information and outcomes will be disseminated and of use to other schools, school districts, regions, or states so that the project may continue after EPA funding ends (10 points).</p>	20
<p>4. <u>Project Performance Measures & Expected Outcomes and Outputs</u>. Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving expected project outputs and outcomes.</p> <p>(a) Extent to which the proposed project is projected to result in an increase in schools' adoption of verifiable school IPM programs. (5 points)</p> <p>(b) Extent to which the project includes identified direct or surrogate measures of benefits to the environment and human health (i.e. benefits to student/teacher health) that show results from the use of a verifiable IPM program and that can be tracked throughout the project. Direct measures identify actual environmental changes occurring with IPM program adoption. In contrast, surrogate measures identify changes in strategies or behavior that contribute to environmental changes. (5 points)</p> <p>(c) Extent to which the measures assess the impact of the project (i.e., number of public and/or tribal school children and staff affected by a verifiable school IPM project). (10 points)</p> <p>(d) Extent to which the project includes methods for tracking and measuring the Applicant's progress towards achieving the expected project outcomes and outputs. (5 points)</p>	25

Criteria	Points
<p>5. Past Performance--Programmatic Capability and Reporting on Environmental Results: Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's:</p> <p>(a) past performance in successfully managing and completing, and reporting under, 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 performed within the last 3 years. This includes whether they timely submitted required reports and the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under the identified assistance agreements, and if such progress was not being made whether the applicant adequately documented and/or reported why not. (4 points)</p> <p>(b) organizational experience and plan for timely and successfully achieving the objectives of the proposed project (3 points), and</p> <p>(c) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (3 points).</p> <p>NOTE: Note: In evaluating applicants under items i and ii of this criterion, 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). 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 subfactors (items i and ii above-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.</p>	10
<p>7. Budget/Resources: Under this criterion, the Agency will evaluate the Applicant's budget plan (realistic, reasonable costs) and detailed narrative of cost justifications.</p>	10

C. Selection Process

EPA's Office of Pesticide Programs will convene a review panel to evaluate the applications submitted. Based on the review of applications against the criteria above, the panel will develop a list of the most highly scored applications to submit to the Selection Official. Final funding decisions will then be made by the Selection Official based on the evaluation conducted by the review panel. The highest ranked applications will be selected for award.

VI. Award Administration Information

A. Award Notices

Once all applications have been reviewed, evaluated, ranked and selected, applicants will be notified of the outcome of the competition via email. The notification is not an authorization to begin performance on the selected project(s). The notice of award sent via U.S. Mail to the applicant's authorized representative and signed by the EPA award official is the authorizing document.

A listing of successful applications will be posted on the EPA website (<http://www.epa.gov/pestwise>) at the conclusion of the competition.

EPA reserves the right to negotiate a decrease in the total amount of available funding, partially fund applications, and reject all applications and make no awards.

B. Quality Assurance Requirements

Awards involving the collection of environmental data will be subjected to the requirements of a Quality Assurance Project Plan (QAPP) and will require coordination with the Agency contact and Project Officer. A QAPP is not required at the time of submittal.

In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Assurance Project Plan (QAPP). This includes efficacy and performance data, surveys and similar results. The award recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP must be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPP's can found at http://www.epa.gov/quality1/qa_docs.html.

C. Administrative and National Policy Requirements

The award and administration of these assistance agreements will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements to states, tribes, and local governments set forth at 40 CFR part 31. In addition, the provision in 2 CFR part 180, governing government-wide debarment and suspension, and the provisions in 40 CFR part 34 regarding restrictions on lobbying, apply.

All costs incurred under this program must be allowable under the applicable OMB Cost Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments), relocated to 2 CFR Part 225. Copies of this circular can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 40 CFR part 34.

If a conference or workshop is an element of the project, the applicant will be required to answer the following questions: Who is initiating the conference/workshop/meeting? How will it be advertised? Whose logo will be on the agenda and materials? What is the percentage of participants, i.e. federal, state, local, or public? Will the grant recipient prepare the proceedings and disseminate the information back to the targeted community? Will program income be generated from this event?

If indirect costs are budgeted in the assistance application and the non-profit organization or educational institute does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A-122 (Cost Principles for Non-Profit Organizations), relocated to 2 CFR Part 230, or OMB Circular A-21 (Cost Principles for Educational Institutions), relocated to 2 CFR Part 220 within ninety (90) days from the effective date of the award for this assistance agreement.

If a local government does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments), relocated to 2 CFR Part 225. The local government recipient whose cognizant Federal agency has been designated by the Office of Management and Budget (OMB) must develop and submit its indirect cost rate proposal for approval to its cognizant Federal agency within six (6) months after the close of the governmental unit's fiscal year. If the cognizant Federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its proposal within that period.

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.

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. For-profit organizations are not eligible for subawards or subgrants under this announcement but may enter into procurement contracts with recipients.

Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their application. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the application EPA approves does not relieve it of its obligations to comply with competitive procurement requirements. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the application solely based on the firm's role in preparing the application.

Subgrants or subawards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

D. Human Subjects

A grant recipient must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects. These requirements are given in 40 C.F.R. 26. For observational studies involving children and/or pregnant women, please refer to Subparts B & D of 40 C.F.R. 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's Institutional Review Board's (IRB) approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of annual reports.

E. Animal Welfare

A grant recipient must agree to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 U.S.C. 2131-2156. The recipient must also agree to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training." (50 Federal Register 20864-20865 (May 20, 1985))

F. Data Access and Information Release

The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

G. 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), a statement of impacts, and incurred project expenses. A final project report is also required 90 days following the end of the project period. Related published reports and research publications on the project with analytical data should be attached when applicable. All reports can be submitted either electronically or in hard copy.

H. DUNS Number

All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at <http://www.dnb.com>.

I. Dispute Resolution Process

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the Agency Contact listed in Section VII.B.

J. Subaward and Executive Compensation Reporting.

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at 2 CFR Part 170, unless they qualify for an exception from the requirements, should they be selected for funding.

K. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements.

Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (e.g., individuals), applicants must:

- i. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
- ii. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
- iii. Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

L. Unliquidated Obligations

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

VII. Agency Contact

If you have questions or need additional information regarding this announcement, please contact Frank Ellis at (703) 308-8107 or ellis.frank@epa.gov.

List of Subjects:

Environmental Protection, School, Integrated Pest Management, IPM, Grants, Pesticides, Pest Management.

ATTACHMENT A

Grants.gov Application Instructions

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to [download for free on the Grants.gov website](#)). For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp.

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OPP-11-002, or the CFDA number that applies to the announcement (CFDA 66.716), in the appropriate field. You may also be able to access the application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **July 18, 2011** by midnight Eastern Time.

Please submit *all* of the application materials described below.

Application Materials

The following forms and documents are required under this announcement:

1. SF-424, Application for Federal Assistance
2. SF-424A, Budget Information for Non-Construction Programs
3. EPA Form 5700-54, Key Contacts
4. SF-424B, Assurances for Non-Construction Programs
5. EPA Form 6600-06, Lobbying Form - Certification Regarding Lobbying
6. EPA Form 4700-4, Pre-Award Compliance Review Report
7. Project Narrative - prepared as described in Section IV.C.7 of the announcement
8. Budget Narrative - prepared as described in Section IV.C.8 of the announcement
9. SF-LLL, Disclosure of Lobbying Activities
10. Appendix A - Timetable
11. Appendix B – Resumes
12. Appendix C – Negotiated Indirect Cost Rate Agreement, if applicable

The application package *must* include all of the following materials:

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

Complete the form. There are no attachments.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

2. SF-424A, Budget Information for Non-Construction Programs

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 7 below.)

3. EPA Form 5700-54 - Key Contacts

Complete the form available at http://www.epa.gov/ogd/forms/adobe/5700-54_sec.pdf. There are no attachments. If additional pages are needed, attach these additional pages to your front page in the form of a word document. Include a header on the additional pages with the form number and your name.

4. SF-424B, Assurances for Non-Construction Programs

Complete the form. There are no attachments.

5. EPA Form 6600-06, Lobbying Form – Certification Regarding Lobbying

Complete the form, available at http://www.epa.gov/ogd/AppKit/form/Lobbying_sec.pdf, if your organization is involved in lobbying activities. There are no attachments. Disregard the line in the upper right for inserting an EPA Project Control Number.

6. EPA Form 4700-4 – Pre-Award Compliance Review Report

Complete the form available at http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf. There are no attachments.

7. Project Narrative

Prepared as described in Section IV.C.7 of the announcement.

8. Budget Narrative

Prepare the budget narrative in accordance with the instructions in Section IV.C.8 of the announcement and attach it by clicking on “Budget Narrative Attachment Form” and then “Add Mandatory Budget Narrative.” If indirect costs are included in the project budget, you must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package. (See instructions for document 7 below.)

9. SF-LLL, Disclosure of Lobbying Activities

Complete the form if your organization is involved in lobbying activities. There are no attachments.

10. Other Attachments Form - Appendix A – Timetable

Prepared as described in Section IV.C.5 of the announcement. Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the timetable.

11. Other Attachments Form - Appendix B – Resumes

Prepared as described in Section IV.C.6 of the announcement. Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the resumes.

12. Other Attachments Form – Appendix C - Negotiated Indirect Cost Rate Agreement

If indirect costs are included in the project budget, you must submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package. Use the "Other Attachments Form" in the "Optional Documents" box to attach a copy of your organization's Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.)

Application Preparation and Submission Instructions

Documents 1 through 12 listed under Application Materials above should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

For documents 1, 2, 4 and 9, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

For documents 3, 5, 6, 7, 8, 10, 11, and 12, you will need to attach electronic files. For document 7, prepare your project narrative as described above and save the document to your computer as an MS Word or PDF file. When you are ready to attach your project narrative to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the space beside "Mandatory Project Narrative File Filename;" the filename should be no more than 40 characters long. If there are other attachments to submit to accompany your proposal, you may click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission." Follow the same general procedures for attaching: document 3 – EPA Form 5700-24 (Key Contacts), document 5 – EPA Form 6600-06 (Lobbying Form – Certification Regarding Lobbying), document 6 – EPA Form 4700-4 (Pre-Award Compliance Review Report), document 8 - Budget Narrative, document 10 - Timetable – using the "Timetable Attachment Form;" and document 11 – Resumes – using the "Resumes Attachment Form."

Document 12 is listed in the "Optional Documents" box, but *please note that this so-called "optional" document must also be submitted as part of the application package, if applicable to your organization.* You are required to submit document 12 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. To attach document 12, use the "Other Attachments Form" in the "Optional Documents" box. After attaching the document, please remember to highlight the "Other Attachments Form" and click "Move Form to Submission List" in order to move the document to the box that says, "Optional Completed Documents for Submission."

Once you have finished filling out all of the forms/attachments and they appear in one of the "Completed Documents for Submission" boxes, click the "Save" button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: "Applicant Name – FY10 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 10 Assoc Prog Supp – Back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to "Applicant Name – FY10 Assoc Prog Supp – 2nd Submission."

Once your application package has been completed and saved, send it to your AOR for submission to EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY10), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>.

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 5 days of the application deadline, please contact the appropriate Regional School IPM Contact listed in Section VII.B. Failure to do so may result in your application not being reviewed.