

# **Pesticide Misuse Initiative Grant Program**

## **FY 2006 Request for Proposals**

**Environmental Protection Agency – Region III  
EPA-R3WCM-06-01**

### **OVERVIEW INFORMATION:**

**1. Federal Agency Name:**

U.S. Environmental Protection Agency, Region III  
Waste & Chemicals Management Division  
Pesticides/Asbestos Programs & Enforcement Branch

**2. Funding Opportunity Title:**

Pesticide Misuse Initiative Grant Program: FY 2006 Request for Proposals (RFP).

**3. Announcement Type:** Initial Announcement for Fiscal Year 2006.

**4. Funding Opportunity Number:** EPA-R3WCM-06-01

**5. Catalog of Federal Domestic Assistance (CFDA) Number:** 66.716

Surveys, Studies, Demonstrations, Educational Outreach, and Special Projects within the Office of Prevention, Pesticides, and Toxic Substances.

**6. Statutory Authority:**

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20.

**7. Date:** Proposals must be postmarked or submitted via Grants.gov on or before 5:00 P.M EST on **November 30, 2005**. All proposals postmarked or submitted via Grants.gov **after** this due date will **not** be considered for funding.

### **EXECUTIVE SUMMARY:**

EPA Region III is soliciting proposals to help implement the Pesticide Misuse Initiative and to support the proper use and storage of pesticides in residential and agricultural settings. The program supports innovative efforts that enable homeowners and farmers to be better educated and trained on the use of consumer and agricultural pesticide products.

## **I. Funding Opportunity Description**

### **A. Authority**

EPA expects to award grants under the authority provided in FIFRA, Section 20 which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies. Regulations governing assistance

agreements are found at 40 CFR part 30 for institutions of higher education, colleges and universities, and non-profit organizations; and 40 CFR part 31 for States and local governments. In addition, the provisions in 40 CFR part 32, 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 Circulars: A-87 (States and local governments), A-122 (nonprofit organizations), or A-21 (universities). 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, cooperative agreements or contracts). See 40 CFR part 34.

## **B. Program Description**

1. *Purpose and Scope* - The purpose of the Pesticide Misuse Initiative Grant Program is to (1) promote the safe use and storage of pesticides in residential, school, institutional and agricultural settings; (2) promote the use of lower risk pesticides and alternative pest control methods in residential turfgrass, ornamental and indoor applications; and (3) promote outreach education on the proper use and storage of pest control products to residential (homeowners) and agricultural (farmers) users. Innovative projects that enable homeowners and farmers to develop a broader knowledge of integrated approaches to pest management in indoor and outdoor environments are also encouraged. Proposals should incorporate one or more of the following techniques: (1) Utilize demonstration projects, outreach and/or education to increase the knowledge on the proper use and storage of pesticides in residential and agricultural applications; (2) Demonstrate region specific pest management technologies and integrated pest management (IPM) systems to replace standard pest control methods in residential and agricultural settings; (3) Use homeowner and farmer training and communication methods, community participation, and/or other forms of public-private cooperation on the proper use of pesticides in and around the residential and agricultural environment; and (4) Use of sound measurement tools to monitor and record the success of the project to support the proper use and storage of pesticides in residential and/or agricultural pest control applications.

Priority is placed on project proposals that include a “whole systems” approach by integrating pest, soil, water and crop management practices, and are submitted by applicants that have a proven track record of the participation and adoption of sustainable pest management practices. Successful applicants will also have an outreach component to their program. “Sustainable” refers to practices that are environmentally sound, economically viable, and socially responsible.

2. *Goals and Objectives* - The goals of the Pesticide Misuse Initiative are:

- Promote the safe use and storage of pesticides in residential, school, institutional and agricultural settings.

- Promote the use of lower risk pesticides and alternative pest control methods in residential turfgrass, ornamental and indoor applications.
- Promote outreach education on the proper use and storage of pest control products to residential (homeowners) and agricultural (farmers) users.
- Quantitatively measure and document the effects of implementing projects that enable homeowners and farmers to develop a broader knowledge or integrated approaches to pest management in indoor and outdoor areas.
- Facilitate a sustainable approach that promotes the safe use and storage of pesticides along with the adaptation of alternative or reduced risk methods of pest control.

### **C. Background**

The Food Quality Protection Act (FQPA), passed by Congress in 1996, establishes health-based standards for pesticide residues in raw and processed food. It is intended to protect public health from exposure to pesticides and to create an environment favorable for the development and adoption of lower risk, effective crop protection tools in the U.S. The EPA, the U.S. Department of Agriculture (USDA), and numerous agricultural organizations are working on efforts to implement the FQPA. For more background information on FQPA, visit the EPA website at [www.epa.gov/oppfead1/fqpa/](http://www.epa.gov/oppfead1/fqpa/).

### **D. Linkage to EPA Strategic Plan 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; Program/Project 92 - Field Programs.
2. *Outcomes.* Through this grant program, EPA expects to: 1) increase the number of homeowners and growers using the tools and techniques of reduced-risk, integrated pest management and alternative methods of pest control and proper pesticide storage; 2) measure quantitative and qualitative reduction in the use of higher risk pesticides or pesticides in general; and 3) support partnerships among homeowner and grower stakeholders to implement the above reduced-risk use and storage of pesticides along with leveraging funds from other sources to increase the scope of the Pesticide Misuse Initiative.
3. *Outputs.* The anticipated outputs of these projects include: 1) educational and outreach materials for homeowners and growers; 2) plans for homeowners and growers that include the use of reduced- risk pest management tools and the proper storage of pesticides; 3) conferences, seminars, and on-site field training; and 4) partnerships established between federal and non-federal programs to provide reduced- risk, integrated pest management and alternative methods of pest control programs for homeowners and farmers.

## **II. Award Information**

### **A. Amount of Funding Available**

The EPA Region III Pesticide Misuse Initiative anticipates having approximately **\$120,000** in 2006 to award to eligible applicants. Projects up to **\$75,000** will be considered for funding. Indirect costs must be included in the \$75,000 maximum funding amount. Costs incurred prior to the grant award will not be reimbursed. Should the amount available for funding change, the Agency will make grant awards based on the actual funding received. The Agency may award additional grants based on this solicitation and in accordance with the final selection process, without further notice of competition.

### **B. Funding Type**

The funding for selected projects is in the form of a grant awarded under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), Section 20.

### **C. Total Number of Awards**

The number of awards will depend on individual proposal costs, the final aggregate amount of Federal funding for all proposals, and the total final amount of Federal funding available. Proposals to supplement existing projects are eligible to compete with proposals for new awards.

### **D. Start Date/Project Duration**

Award funds for the selected proposals are expected to be available **March 2006**. Proposed project periods may be **up to two (2) years**.

### **E. Disclaimer**

EPA reserves the right to reject all proposals and make no awards.

## **III. Eligibility Information**

### **A. Eligible Applicants**

Grant funds are available to public and private non-profit organizations, including commodity groups/associations, farmers' groups, State agencies, Local governments, Tribal governments, Cooperative Extensions, Universities, Colleges and Institutes of Higher Learning and individuals. For-profit organizations are not eligible; however, ineligible groups are encouraged to work with an eligible organization to submit proposals.

## **B. Matching/Cost Share Requirements**

Matching funds are not required; however applicants are strongly encouraged to leverage funds from other sources. (see Section V, B. 9)

## **C. Eligible Proposals**

Proposals must address one or more of the *Goals and Objectives* of the Pesticide Misuse Initiative program listed above in Section I.B.2. of this announcement.

Proposals that do not substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement will be rejected. In addition, where a page limit is expressed in Section IV with respect to parts of the application, pages in excess of the page limitation will not be reviewed. Applications and initial proposals must be received by the EPA on or before the solicitation closing date published in Section IV of this announcement.

In addition, since the Pesticide Misuse Initiative grant program is intended to support implementation projects, proposals should not include activities that involve basic research. The EPA will consider only one (1) proposal by each individual investigator. Proposals from different investigators within the same organization are acceptable.

Implementation of all projects must occur within one or more states of EPA Region III (Delaware, Maryland, Pennsylvania, Virginia, West Virginia or the District of Columbia).

Any proposals that do not meet the above requirements will not be considered for funding.

## **IV. Application and Submission Information**

### **A. Address to Request Application Package**

Blank application forms can be obtained at the following Internet address:

<http://www.epa.gov/region3/grants/appforms.htm>

Hard paper copies of application forms can be obtained at the following address:

Environmental Protection Agency – Region III  
ATTN: John Butler  
Waste and Chemicals Management Division  
1650 Arch Street – (3WC32)  
Philadelphia, PA 19103-2029

Applicants applying via Grants.gov will find the entire application package by following the instructions listed in Section IV, F. of this announcement.

**B. Content and Format of Proposal**

**If you are applying via the hard copy method, one original hard paper copy and one electronic copy (CD, 3.5”disk, or e-mail attachment) are required. If you are applying via the Grants.gov method, no hard copy or electronic copy (CD, disk, or email attachment) is required. (see Section IV F “Other Submission Requirements” of this announcement for more information about applying via Grants.gov)**

Proposals should be typewritten, double spaced in 12 point or larger print using an 8.5 x 11 inch paper with minimum 1 inch horizontal and vertical margins. The electronic copy (submitted either with hard copy submission or via Grants.gov submission) should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

Pages should be numbered in order starting with the cover page and continuing through the appendices.

All proposals should contain the following with the corresponding page numbers:

1. **Standard Form SF 424 – Application For Federal Assistance** (no page number):  
Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

2. **Standard Form SF 424A – Budget Information** (no page number):

\* If you are submitting a hard copy proposal, blank SF-424 and SF-424A forms can be found at <http://www.epa.gov/region03/grants/appforms/htm>

\*\*If you are submitting via grants.gov, the forms will be included in the electronic application package.

3. **Cover Page** (Page 1)

The cover page should list the following information with your letterhead:

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):

Please indicate if this proposal is a continuation of a previously EPA funded project.  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following:

EPA Assistance Number: \_\_\_\_\_

Budget Period of Project: \_\_\_\_\_

4. **Budget/Resources** (Page 2):

Please submit a detailed budget with your proposal, linking the cost of each objective with the budget. Include information on other funding sources (leveraged funds), if any. Describe how leveraged resources will be obtained and what role EPA funding will play in the overall project.

5. **Table of Contents** (Page 3):

6. **Executive Summary** (Page 4): The Executive Summary should be a stand alone document, not to exceed one (1) page, containing the specifics of what is proposed and what you expect to accomplish regarding measuring or movement toward achieving project goals. This summary should identify the **measurable environmental results** you expect including potential human health and ecological benefits. (See Section I. D. for environmental results information)

7. **Proposal Narrative** (Includes Parts I – VI): Parts I – VI listed below should not exceed **twelve (12) pages**. These pages should be numbered beginning with Page 5.

- a. **Part I: Project Title.** Self explanatory.
- b. **Part II: Objectives.** A numbered list (1, 2, etc.) of concisely written project objectives. In most cases, each objective can be stated in a single sentence.
- c. **Part III: Justification.** For each objective listed in Part II above, discuss the potential outcome in terms of environmental, human health, pesticide risk and/or use reduction or pollution prevention. If appropriate, the target pest(s) and crop(s) should be explicitly stated. This section should be numbered with a justification corresponding to each objective.
- d. **Part IV: Literature Review.** Briefly describe relevant information currently available. This should also include information on projects currently in progress that are relevant to or provide the basis for either the experimental design or the validation of a new approach to pest management.

- e. **Part V: Approach and Methods.** Describe in detail how the program will be carried out. Describe how the system or approach will support the program goals.
  
- f. **Part VI: Performance Measures and Expected Outputs and Outcomes.** Please state how you will evaluate the success of the program in terms of **measurable environmental results**. (See Section I. D.) The work plan should include performance measures that demonstrate the progress or environmental benefits of the project. Include specific milestones and how you will measure improvements to human health, the ecosystem, or quality of life. Any project surveys are required to provide **measurable outputs and outcomes**. In addition to the performance measures listed in Section V (Selection Criteria), all proposals and reports (progress and final) should also include the following elements for reporting of project measures:
  - \* Number of acres or the number of people impacted by the project.
  - \* Current level of pest management and the level that is expected to be achieved at the end of the project.
  - \* Percent reduction in conventional pesticide use and/or the percent transition to alternative methods in the targeted areas.
  - \* Number of outreach events or publications produced on the safe use and storage of pesticides. Include the number of people impacted by the project's outreach efforts.

**8. Proposal Appendices:** These appendices must be included in the grant proposal. Continue page numbering as appropriate after Part VI.

- a. **Appendix A. Literature Cited.** List cited key literature references alphabetically by author.
  
- b. **Appendix B. Timetable.** A timetable that includes what will be accomplished under each of the objectives during the project and when completion of each objective is anticipated.

## **9. Programmatic Capability.**

Applicants are required to submit information in the proposal that addresses their programmatic (technical) capability ranking factors outlined in Section V of this announcement. In conducting the programmatic capability evaluation, the Agency will consider the information submitted by the applicant as well as relevant information from other sources including Agency files. Include the qualifications and background of the main people or organizations involved as an attachment. Also include letters of support from homeowners, community groups, growers or other partners/collaborators, specifying their contribution in project implementation.



**Confidential Business Information:** In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. 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.

### **C. Submission of Grant Proposals**

**All proposals must be postmarked or submitted via Grants.gov on or before 5:00 P.M. EST on November 30, 2005.** All proposals postmarked or submitted via Grants.gov **after** this due date will **not** be considered for funding.

### **D. 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 proposal is selected for funding.

### **E. Funding Restrictions**

Award will not allow for the reimbursement of pre-award costs. Indirect costs will not increase the \$75,000 maximum funding amount.

**Allowable Costs:** EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching 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 government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21, as appropriate.

### **F. Other Submission Requirements**

Please note that you may choose to apply *one of two ways*. If you wish to apply with a hard copy submission, please follow the instructions under “Hard Copy Submission” below. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions under “Electronic Submission” below. Please only participate in one form of submission.

### **Electronic Submission**

If you wish to apply electronically, the electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then “Authorized Organization Representative (AOR).” *Note that the registration process may take a week or longer.* 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 for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package ([https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)). You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-R3WCM-05-03, in the space provided. You may also access the application package by clicking on the button at the bottom right side of the Find synopsis on Fedgrants.gov that says **Apply for Grant Electronically**.

Please be sure to view the additional instructions that are available for download on Grants.gov for this announcement.

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport>.

### **Hard Copy Submission**

Applicants must submit a hard copy of their proposal along with an electronic version. The electronic copy should be emailed as an attachment to [butler.john@epa.gov](mailto:butler.john@epa.gov) or submitted on a CD-ROM or a 3.5” disk, IBM compatible and readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows to the address indicated below. The electronic copy should be consolidated into a single file.

CD-ROM’s or disks will be checked for computer viruses. Proposals that are submitted with viruses will be disqualified. All hard copy proposals should be sent or delivered to:

Environmental Protection Agency – Region III  
Attention: John J. Butler  
Waste & Chemicals Management Division  
1650 Arch Street (3WC32)  
Philadelphia, Pa. 19103-2029  
Email address: [butler.john@epa.gov](mailto:butler.john@epa.gov)

**Pre-Proposal Assistance:** None planned.

Additional information about this announcement, including information concerning deadline extensions or other modifications, may be found at <http://www.epa.gov/reg3wcmd>.

## **V. Proposal Review and Selection Criteria**

### **A. Proposal Review**

All proposals will be reviewed for eligibility and completeness by the Region III Pesticide Misuse Initiative Coordinator (see Section III for eligibility information). Complete and eligible proposals will be evaluated by a panel of EPA staff using the selection criteria listed below.

### **B. Selection Criteria (Total 100 points)**

1. *Project focuses on sustainability and the use of a whole systems approach.* Applicants should describe their project as it relates to the use of sustainable practices that are environmentally sound, economically viable and socially responsible. This includes methods for homeowner and/or grower participation with the adoption of sustainable pest management and/or pesticide storage practices. Projects that include a “whole systems” approach to pest management by integrating pest, soil, water, and crop management practices are preferred. **(10 points)**
2. *Importance of project in relation to FQPA.* Proposed projects should address critical pest management issues relative to the Food Quality Protection Act (FQPA) and be consistent with the goals of the Pesticide Misuse Initiative. (See Section I. B. 2) Projects must focus on actual results, getting information and practices into the hands of homeowners and/or growers who actually use them to shift away from the use of high risk pesticides to other methods of pest management and proper pesticide storage. **(10 points)**
3. *Region-wide significance and degree of transferability to other areas.* Submitted proposals should address one or more residential and/or agricultural use areas. Applicants should discuss critical pest management or pesticide storage issues, explaining the importance of the project in the residential and/or agricultural community. Include how the identified practice, reduced-risk tools and/or educational outreach could be adapted to other locations with similar systems. **(10 points)**
4. *On-site demonstration with active roles for homeowner and/or grower participation.* Proposals should include partnerships and participation of homeowners and/or growers as part of the project activities. Cooperation with

homeowner associations, community groups, scientists, extension officers, pest control advisors, other non-profit organizations, and other partners is also encouraged. Include letters of support from collaborators, indicating their contributions to the project. **(10 points)**

5. Clearly stated and measurable objectives. Proposals should clearly state and explain the project objectives. Discuss to what degree the project will: 1) reduce or eliminate the use of highly toxic pesticides; and 2) increase the homeowners or farmers adoption of reduced-risk alternatives and/or sustainable integrated pest management methods. Include a clear explanation of the methods (both quantitative and qualitative) that will be used to measure progress and impacts. Measures of success should be linked to the reduction of pesticide use/risks, implementation of alternative pest management practices, improvements in pesticide storage and/or similar impacts. **(10 points)**
6. Environmental Measurement/Outputs and Outcomes (Medium and Long-term outcomes) Is the project likely to achieve predicted environmental results, expected outcomes, project goals, and produce on-the-ground, quantifiable environmental change? Is a description of expected outcomes included? Does the proposal include two to three performance measures that can be tracked throughout the project? These measures can be “direct” or “surrogate” measures. Direct measures identify actual environmental changes occurring with the adoption of reduced risk or Integrated Pest Management (IPM) practices or improved pesticide storage techniques. In contrast, surrogate measures identify changes in strategies or behavior that should lead to environmental changes. Special consideration will be given to those partnering with agencies or organizations already monitoring environmental quality in the project area.

If you choose to use unique performance measures, they must be clearly described and submitted as part of the proposal. If your project is selected for funding, measures included in your proposal may be subject to negotiation. Be sure to describe the method you will use to attain data to support the measures indicated.

Does the proposal also include the 1) number of people or the number of acres likely to be impacted by the project; 2) current level of pest management and the level that is expected to be achieved at the end of the project; and 3) percent reduction or pound per acre reduction expected in the use and/or storage of highly toxic active ingredients and/or pesticide products. **(25 points)**

7. Outreach/Use of educational outreach to enhance the likelihood of homeowner or grower adoption. Include clear plans for educational outreach or communication that will likely lead to the effective learning and adoption of new practices by the target audience, and how long term, sustainable adoption will be measured. **(10 points)**

8. Programmatic Capability (Technical Experience)/Qualification and experience of the applicant relative to the proposed project and involvement of key institutions and stakeholders. Include a list of personnel and key institutions and stakeholders involved with your project including commodity boards, state and federal agriculture, resource and regulatory agencies. Proposals will be evaluated based on the applicant's: 1) past performance in successfully completing federally and/or non-federally funded projects similar in size, scope and relevance to the proposed project; 2) history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports; 3) organizational experience and ability to plan for the timely and successful completion of the objectives of the project; and 4) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. Applicants without past experience will receive a neutral score in this area. **(10 points)**
  
9. Project Utilizes Leveraging (Funding and Partnerships). Does applicant demonstrate how EPA funding will be coordinated with other Federal and/or non-Federal sources of funds? Applicants may use their own funds or other resources for a voluntary match or cost share if the standards of 40CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Does proposal explain how applicant will obtain the leveraged resources? Does the applicant provide evidence of intent to partner with others and/or encourage favorable attention to the project with media releases or other outreach activities? **(5 points)**

**PLEASE NOTE:** FQPA funds are not intended to support basic research. However, proposals may include a *component* for *applied on-farm research*, as long as they also have *demonstration, education and/or outreach* activities. Proposals that maximize the use of resources for “on-the-ground” activities will be viewed more favorably than those proposals with high administrative costs.

## **VI. Award Administration Process**

### **A. Award Decisions and Formal Application Process**

The EPA Region III office will mail acknowledgments to applicants upon receipt of the proposal. Once proposals have been reviewed, evaluated and ranked, applicants will be notified via U.S. Mail regarding the outcome of the competition. 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 the successful proposals will be posted on the EPA Region III website address at the conclusion of the competition (<http://www.epa.gov/reg3wcmd>).

If your proposal is selected for funding, you will need to complete a formal application for Federal funding. An application kit containing financial and administrative forms and general information on Federal grants will be mailed to award recipients. Blank application forms may also be obtained at:

<http://www.epa.gov/region03/grants/appforms.htm>

## **B. Administrative and National Policy Requirements**

The award and administration of these grants 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. Grants awarded pursuant to this solicitation are subject to the regulations for "Environmental Program Grants" set forth at the 40 CFR Part 35, subpart B. In addition, the provision in 40 CFR Part 32 governing government-wide debarment and suspension, and the provisions in 40 CFR Part 40 regarding restrictions on lobbying apply.

Award recipients must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number on their formal SF-424 application form. A DUNS number can be obtained by calling 1-866-705-5711. A DUNS number is not required until the full application is submitted.

All costs incurred under this program must be allowable under the applicable OMB Cost Circular. Copies of the circulars 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 40.

Nonprofit applicants that are recommended for funding under this announcement will be subject to pre-award administrative capability reviews consistent with Sections 8.b,8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at [http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf). Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

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 should

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 be found at [http://www.epa.gov/quality1/qa\\_docs.html](http://www.epa.gov/quality1/qa_docs.html).

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" or OMB Circular A-21, "Cost Principles for Educational Institutions" within ninety (90) 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." 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.

**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, referred to as the "Common Rule." 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. Until further notice, EPA will not consider funding for research that involves intentional dosing human toxicity studies with pesticides.

### **C. Reporting**

The successful applicant(s) will be required to submit quarterly progress reports throughout the duration of the project. Progress reports are due 30 days post each quarter of the project period. Reports should include a description of project activities including accomplishments, successes and lessons learned along with any problems and/or delays. Environmental outcomes should be indicated in relation to the approved schedule and milestones. Quarterly Financial Status Reports (FSR's) will also be required. A final project report is also required 90 days following the end of the project period according to the same format. All reports can be submitted either electronically or by hard paper copy.

#### **D. Dispute Resolution Process**

Grant 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://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1271.htm>.

#### **E. Disclaimer**

EPA Reserves the right to reject all proposals and make no awards.

### **VII. Agency Contacts**

If you have questions or need additional information regarding the Pesticide Misuse Initiative Request for Proposals (RFP), please contact:

John J. Butler  
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