



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

Funding Opportunity Announcement:

National Pesticide Information Center (NPIC)
EPA-OCSPP-OPP-2023-002

June 20, 2023

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

Funding Opportunity Title: National Pesticide Information Center (NPIC)

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Funding Opportunity Number: EPA-OCSPP-OPP-2023-002

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IMPORTANT DATES

REQUEST FOR APPLICATIONS (RFA) OPENS – June 23, 2023

RFA CLOSES - APPLICATIONS DUE – August 7, 2023

ANTICIPATED NOTIFICATION OF SELECTION – January 2024

ANTICIPATED AWARD – February 2024

Application packages must be submitted electronically to EPA through [Grants.gov](https://www.grants.gov) (www.grants.gov) no later than **August 7, 2023 at 11:59 p.m. Eastern Time (ET)**. Applications received after the closing date and time will not be considered for funding.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply by July 25, 2023, to OPPGA@epa.gov. Please **include the number of this announcement** (EPA-OCSPP-OPP-2023-002) **on the subject line** of the email notice. Submission of Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted applications. Please note that in order to be considered for funding, complete application packages must be submitted electronically to EPA through Grants.gov (www.grants.gov) by the closing date and time noted above.

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SECTION I. FUNDING OPPORTUNITY DESCRIPTION

SUMMARY: The U.S. Environmental Protection Agency (EPA) Pesticide Re-evaluation Division in the Office of Pesticide Programs (OPP) is soliciting applications from eligible organizations to establish a National Pesticide Information Center (NPIC), a program that provides the public with objective, science-based information on pesticide-related subjects through a website, toll-free telephone service, and outreach. Trained experts will respond to questions on the risks associated with pesticide use, restrictions on pesticide use, who to contact for regulatory enforcement, how to report information on a suspected pesticide exposure and more. Secondly, NPIC program staff will collect information on suspected incidents that callers give voluntarily.

A. Background

Pesticides released into the environment as a result of their manufacture, processing, use, or disposal can threaten human health and the environment. The Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) is the primary federal law governing oversight of pesticide manufacture, distribution, and use in the United States. FIFRA (7 U.S.C. 136r) authorizes EPA to monitor incidental exposure to humans, animals, and the environment, and to identify pesticide pollution, trends and sources of contamination and their relationship to human and environmental effects. EPA gathers and assesses information about the risks associated with chemicals and pesticides and implements risk management strategies when needed.

OPP funds outreach and education programs on the safe use of pesticides. One such program is the "National Pesticide Information Center", currently at the Oregon State University (NPIC@OSU). The NPIC@OSU program, which expires in February 2024, is a valuable public resource of unbiased, accurate, scientific information. The program answers complex medical questions on pesticides, instructs groups on expert risk communication and conducts outreach on pesticide safety to multilingual communities, agricultural workers, the pest control community, educators, regulators, and the public. Many state agencies and health care providers recognize the program as a national, reliable source for consultation and information on pesticide exposure. NPIC collects data and collaborates with organizations and agencies at state and federal levels, including State Lead Agencies, State Health Departments, and EPA offices. NPIC data can be used to identify pesticide use trends, exposures to people or animals, spills, and more, over a limited or extended timeframe.

EPA intends to continue supporting similar public services provided by the NPIC@OSU program, that is, making objective, science-based information available on a wide variety of pesticide-related subjects and collecting data on suspected pesticide exposures for national pesticide surveillance systems. Thus, ensuring that pesticides are properly sold, distributed, and used in a way that is protective of people regardless of race, economic status, religious affiliation, sexual orientation, or other minority or underserved community status, and the environment. This Request for Application (RFA) to support a national pesticide information center continues the effort.

B. Scope of Work and Objectives

1. Purpose and Scope

The purpose of the program is to help protect human health and the environment by assisting the public with informed decision-making regarding pesticides.

The five-year cooperative agreement awarded under this program will provide the public with unbiased, accurate, science-based information on a broad range of pesticide-related issues, in a manner accessible to people who speak different languages at various literacy levels.

NPIC staff will: a) provide accessible, pesticide-related information to the public, b) respond to questions and connect inquirers with local, state, and federal resources on pesticides and pesticide-related issues, c) keep records on inquiries and suspected pesticide exposures, and d) collaborates with state and federal agencies including State Lead Agencies, State Health Departments, and other stakeholders that support national pesticide activities including surveillance efforts. Data can be used to identify pesticide use trends, exposures to people or animals, spills, and more. However, data is not intended for targeted enforcement but may inform priority setting within enforcement programs.

Applicants for this NPIC (cooperative agreement) award should incorporate environmental justice principles into their project's proposed activities. Applications will be evaluated based on the extent to which they demonstrate how the project will benefit underserved and vulnerable communities in particular, those that might be impacted by pesticide applications.

Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations, and policies. Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental, and commercial operations or policies. Meaningful involvement means people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public's contribution can influence the regulatory agency's decision; community concerns will be considered in the decision-making process; and decision makers will seek out and facilitate the involvement of those potentially affected. For purposes of this competition Underserved communities means people/communities of color, low income, tribal and indigenous populations, and other vulnerable populations such as the elderly, children, and those with pre-existing medical conditions.

The goal of the Office of Chemical Safety and Pollution's (OCSPP) environmental justice strategy, consistent with FIFRA, is to ensure that pesticides are properly sold, distributed, and used in a way that is protective of people regardless of race, economic status, religious affiliation, sexual orientation, or other minority or underserved community status, and the environment. EPA's current efforts protect people and ecosystems that may be exposed to pesticides through its pesticide product registration

and registration review programs, outreach, technical assistance, and compliance and enforcement programs. Applying an environmental justice lens to our FIFRA work will highlight efforts to protect all people from environmental and health hazards regardless of race, color, national origin, or income. It may also identify new opportunities that can be implemented with existing resources.

Examples of incorporating environmental justice are:

- Seek one or more perspectives on the overall design, planning and/or performance of the NPIC from one or more parties addressing environmental and public health challenges of vulnerable communities. The input could be used before the application is submitted to EPA or as part of implementation after the award. Parties addressing these challenges could be non-profit organizations; universities; state, local or tribal governments; or others. Input can be used in one or more aspects of the proposed NPIC (e.g., development of multilingual/culturally appropriate outreach materials such as infographics and fact sheets, increased outreach to agricultural communities, etc.)
- Provide education and outreach efforts regarding emerging public health pesticide issues to minority, low-income, and indigenous populations.
- Encourage or facilitate collaboration with Minority Serving Institutions (MSIs). For example, applicants could identify subaward projects that are environmental justice in scope and encourage collaboration with MSIs, where appropriate. A list of MSIs is available in this announcement under *Section I.F.*
- Any other approach that incorporates environmental justice into the proposed NPIC, explained in detail.

2. Objectives

[EPA Strategic Plan](#) Objective 7.1 is to ensure chemical and pesticide safety by protecting the health of families, communities, and ecosystems from the risks posed by pesticides. The cooperative agreement to be awarded under this solicitation supports this objective and:

- a) Serves as a source of factual, unbiased information for diverse audiences,
- b) Informs the public on a wide variety of pesticide-related subjects,
- c) Supports education and outreach efforts by federal, state and local agencies on pesticide safety topics,
- d) Provides education and outreach to the public,
- e) Provides accurate, unbiased, scientific information in a manner understandable to a lay audience,
- f) Collects and disseminates quality pesticide incident data via a rigorous and well-defined data collection system, and
- g) Provides exceptional customer service.

3. Activities to be Funded

Activities to be funded under this cooperative agreement support the purpose and objectives listed above, and include, but are not limited to the following:

- a) **Provide services**

- 1) Provide factual, unbiased pesticide-related information including, but not limited to, the agricultural and pest control community, state and local government agencies, private and public interest groups, chemical manufacturers, healthcare providers, educators, consumers, and the public through a toll-free telephone system, a detailed, interactive website, and other methods as needed. The toll-free phone service will do the following:
 - i. Be available to callers in the United States and its Territories. The project should operate at least five days per week, six hours per day or more depending on funding, with voicemail available.
 - ii. Provide exceptional customer service by integrating professionalism, teamwork, integrity, accountability, and a strong commitment to the public, professional, and medical communities.
 - iii. Inform the public on a wide variety of pesticide-related subjects including, but not limited to, pesticide products, toxicology, environmental chemistry, safety practices, pesticide regulation, enforcement, risk assessment, risk management, environmental effects, clean-up and disposal, understanding the label, recognition and management of pesticide poisonings, and integrated pesticide management (IPM), and current and emerging public health and pesticide-related issues.
- 2) Respond in real time during business hours and within 24 hours of receipt of voicemail or email requests. Staff should respond in English and Spanish with translations for other languages. Minimally, at least one staff member should be fluent in Spanish.
- 3) Have instantaneous access for staff to updated information for quick, accurate, and comprehensive responses on EPA-registered active ingredients, consumer pesticide products, clinical and basic toxicology, environmental chemistry, pesticide regulation and related subjects. Examples of resources might include subscriptions to electronic databases and peer-reviewed journals.
- 4) Collect accurate information on all inquiries, both general information requests and voluntary reports of potential pesticide illness and injury. (Materials and information generated for the benefit of the public under previous agreements will be provided to the successful awardee.) Collect information on, at a minimum:
 - i. Narrative summary
 - ii. Demographic Information (with personally identifying information removed prior to transmittal to recipients, according to state and federal privacy and data collection regulation)
 - iii. Product names, active ingredients and registration numbers
 - iv. Entities (e.g., humans, animals, plants, built environment) impacted
 - v. Type of potential exposure
 - vi. Signs/symptoms
 - vii. Action performed by call center
 - viii. Type of product usage discussed

- ix. Types of resources and information sought by inquirer
- x. Severity and certainty (based on NPIC existing indices in **APPENDIX C** of this solicitation and informed by other existing indices for similar surveillance programs developed to guide state-based surveillance efforts and to promote comparability of data across states such as the National Institute for Occupational Safety and Health (NIOSH) Pesticide Illness & Injury Surveillance guidance documents at <https://www.cdc.gov/niosh/topics/pesticides/statebase.html>).

- 5) Analyze information for trends in pesticide incidents, misuse of products, label issues, and unexpected dangers to the health of humans, animals, and the environment.
- 6) Prepare reports
 - i. on a quarterly basis (or upon EPA's request) of pesticide inquiries/cases and alerts for sentinel events and emerging trends as needed.
 - ii. upon request, on pesticide data for state and federal agencies, including but not limited to State Lead Agencies and State Health Departments.

b) Develop outreach and educational pesticide safety materials

- 1) Develop effective communication and outreach programs targeting multi-lingual communities.
 - i. Increase the availability of effective multilingual and culturally appropriate training materials and pesticide safety educational resources taking into consideration the unique health and social vulnerabilities of the communities that might be impacted by pesticide applications.
 - ii. Consider input from subject matter experts and target audiences during the development of materials to ensure they are effective and culturally appropriate (such as, use of focus groups).
- 2) Develop, update, and/or make available innovative and effective written and verbal (audio) materials and programs, multilingual and in electronic format, with emphasis on the prevention of pesticide exposure and incidents for public use. Examples of pesticide safety materials may include actions that individuals and families can take to prevent/reduce exposures to pesticides from food, drinking water, spray drift, and residential pesticide use.
- 3) Develop, update, and/or conduct multi-lingual, culturally appropriate outreach to
 - i. agricultural communities on the importance of pesticide safety, actions that can reduce exposure to pesticides from different pathways, increase awareness of the potential of take-home exposures and encourage agricultural workers and pesticide handlers to utilize NPIC available resources.

- ii. public health, sanitation, and hospitality sector workers on the importance of pesticide safety, increase awareness of the NPIC, and encourage workers to utilize available resources.
 - iii. rural and residential populations regarding bed bugs and other home pest infestations, as well as information on preventing mold and other pests that trigger asthma, which it has been documented as more prevalent among minority populations.
 - 4) Develop a marketing plan to ensure materials are available to all parties so the public fully benefits from efforts funded under this agreement.
- c) Develop technical resources for specialized audiences (i.e., risk assessors, medical, and veterinary professionals)**
 - 1) Update software applications, tools, mobile applications and/or other professional resources and decision-making aids such as the [Herbicide Properties Tool](#) (HPT) and the [NPIC Product Research Online](#) (NPRO).
 - 2) Provide the medical and veterinary communities with materials and expert consultation on recognition and management of pesticide poisonings, for human and animal exposure.
- d) Develop web-based mechanisms for voluntary incident reporting**
 - 1) Provide web-based mechanism(s) for voluntary incident reporting of human health pesticide-related incidents.
 - 2) Provide/update web-based mechanism(s) for
 - i. public reporting on potential pesticide-related incidents such as the [Ecological Pesticide Incident Reporting](#) portal for reporting wildlife or environmental problems associated with a pesticide.
 - ii. medical and veterinary professionals to report potential pesticide-related incidents such as the [Veterinary Incident Reporting](#) portal.
- e) Engage in partnerships/collaborations with government agencies, non-profit organizations, and other audiences**
 - 1) Collaborate with federal, state, and local government agencies; private public health; veterinary; environmental; and agricultural organizations; and other pesticide surveillance programs to:
 - i. promote pesticide safety.
 - ii. encourage correct usage of pesticides according to the label.
 - iii. promote voluntary reporting and use of pesticide incident surveillance systems.

- 2) Engage with partners such as Non-Governmental Organizations (NGOs) and other community-based organizations (CBOs) such as farmworker advocacy groups to support education on pesticide safety in sectors where pesticide use may adversely impact disadvantaged communities.
- 3) Collaborate with Land-Grant Universities/Extension Services and state pesticide regulatory agencies (state lead agencies) pesticide safety education programs on communicating pesticide-related information to the public.

f) Utilize program quality control and standard operating procedures

- 1) Utilize thorough quality control and standardized operating procedures, based on vetted best practices, to ensure reliability and accuracy of data collection and inquiry response. For example, in emergencies where a human or animal has potentially been exposed or experienced an adverse reaction requiring immediate medical evaluation, staff should immediately refer or directly transfer the caller to a human or animal poison control center in a timely manner.
- 2) Employ a rigorous training program for staff to develop risk communication skills; cultural competency; literacy level variability in callers; technical information; and a high level of professionalism and objectivity when informing and effectively translating scientific information to a lay audience.
- 3) Implement a strong, continuous evaluation process to ensure success in meeting each objective and activity supported under the project, including formative, process, and outcome/impact evaluations.
- 4) A full quality assurance/quality control plan will be negotiated with the successful applicant. Submission of a written [Quality Assurance Project Plan \(QAPP\)](#) to EPA for approval is part of the agreement. No environmental data activities may begin until EPA approves the QAPP.
- 5) Establish measures to ensure the sustainability of the program so information and outcomes will be of use to other organizations and stakeholders, and the project may continue after EPA funding ends.

g) Environmental justice-focused activities

- 1) Partner with
 - i. tribal and state agencies, and community organizations to give targeted education, outreach, and technical assistance on pesticide safety, IPM, and guidance managing bed bug infestations to minority, low-income, and indigenous populations.
 - ii. state, county and tribal agencies and community organizations and programs to educate minority, low-income and/or indigenous populations on emerging public health pesticide issues.
- 2) Conduct outreach to the agricultural worker community on the importance of pesticide safety, increase awareness of their rights under the Agricultural

[Worker Protection Standard](#), encourage workers to utilize available resources and report pesticide incidents.

- 3) As resources permit: support underserved and vulnerable communities with targeted outreach, communication, and training, as appropriate.
- 4) When possible, provide outreach and education on EPA's Endangered Species Protection Program to minority populations working in agricultural areas.

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

Pursuant to Section 6a of EPA Order 5700.7A1, "[Environmental Results under EPA Assistance Agreements](#)," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA also requires that applications and recipients of grants and cooperative agreements adequately describe environmental outputs and outcomes to be achieved under assistance agreements. (See Linking Assistance Agreements to Environmental Results at <https://www.epa.gov/grants/linking-assistance-agreements-environmental-results>)

1. Linkage to EPA Strategic Plan

The activities to be funded under this announcement support the [FY2022-2026 EPA Strategic Plan](#). Awards made under this solicitation will support Goal 7 which aims to "Ensure Safety of Chemicals for People and the Environment" by increasing "the safety of chemicals and pesticides and prevent pollution at the source"; and specifically, Objective 7.1, which aims to "Ensure Chemical and Pesticide Safety" by protecting "the health of families, communities, and ecosystems from the risks posed by chemicals and pesticides". Please read EPA's [FY 2022-2026 EPA Strategic Plan](#) for more information.

OPP works to address the safe use of pesticides and assess the associated risks to human health and the environment. Specifically, EPA's NPIC agreement is intended to provide objective, science-based information on a wide variety of pesticide-related subjects while collecting data on potential pesticide incidents to support national pesticide surveillance systems more fully. In addition, the NPIC will provide data and analysis of informational inquiries and potential incidents, for stakeholders, supporting national pesticide activities, including surveillance efforts and enforcement priority setting.

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA [Order 5700.7A1](#), Environmental Results under Assistance Agreements). Applicants must describe the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goals and objectives described above.

2. Outputs

The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance-agreement funding period. The anticipated outputs of this cooperative agreement are to successfully accomplish the activities listed in *Section I. FUNDING OPPORTUNITY DESCRIPTION, B. Scope of Work and Objectives, 3. Activities to be Funded*, as well as any additional activities proposed by the applicants.

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

- a) Toll free telephone hotline open five days per week, six hours per day (depending on the amount of funds), responding promptly to diverse audiences with accurate, unbiased, up-to-date pesticide-related information and resources.
- b) Public access, Monday through Friday, to highly knowledgeable, risk communication experts capable of interacting with a diverse audience regarding pesticide-related information.
- c) Consultation to the medical and veterinary community on recognition and management of pesticide-related issues.
- d) Distribution of innovative, effective outreach materials on pesticide-related information in English and Spanish.
- e) Develop and make website available multilingual and culturally appropriate pesticide safety educational resources (such as infographics, videos, factsheets, etc.) taking into consideration the unique health and social vulnerabilities of the communities that might be impacted by pesticide applications.
- f) Conduct outreach to agricultural communities on the importance of pesticide safety, increase awareness of the potential of take-home exposures and encourage agricultural workers and pesticide handlers to utilize NPIC available resources.
- g) Collaboration with state and federal agencies, public health organizations, medical and veterinary communities to improve awareness of pesticide safety, encourage correct usage of pesticides according to the labels, and promote increased collaboration to improve pesticide incident surveillance systems.
- h) A detailed quality control and operating procedure plan.
- i) Regular communications with EPA regarding data collected, public concerns and sentinel events.
- j) Continuous evaluation plan addressing process, formative, and outcome evaluation, with clearly defined and charted measurements.

Progress reports and a final report will also be a required output, as explained in *Section VI. AWARD ADMINISTRATION INFORMATION, D. Reporting Requirement*.

3. Outcomes

The term “outcome” means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health

related, or programmatic in nature, but must be quantitative and correlate with the objectives of the workplan. They do not have to be achieved within an assistance agreement funding period.

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

- a) Increased protection of humans, communities, and ecosystems from illness and injury caused by exposure to pesticides.
- b) Expanded reach, impact and effectiveness of pesticide safety and information programs that provide reliable consultation and information on pesticide exposure.
- c) Continued distribution of factual, unbiased information, as well as national and local resources to diverse audiences- in a manner understandable and accessible to those audiences- on a wide variety of pesticide-related subjects.
- d) Increased access to pesticide-related information by a broad audience including low literacy, low technology users.
- e) Increased ability of the public to make informed decisions regarding use of pesticides and treatment regarding potential pesticide exposures.
- f) Increased public awareness of the importance and need to report pesticide illness and injuries and utilize existing surveillance systems.
- g) Increased recognition and treatment by healthcare providers of pesticide-related illness and injury.
- h) Increased availability of quality data on potential pesticide incidents and general pesticide information questions.

4. Performance Measures

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

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

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

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

The description of performance measures should include:

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

D. Statutory Authority

The statutory authority for this action is Section 20 of Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), 7 U.S.C. 136r which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies. Additionally, the Pesticide Registration Improvement Act (PRIA) of 2022, FY 23 Consolidated Appropriations Act PL 117-328 Section 703(a)(1)(I) sets funds aside for partnership grants. This cooperative agreement will support FIFRA and PRIA by providing unbiased, accurate, science-based information on pesticide-related information through a toll-free telephone hotline, website, outreach and training. In addition, this program will support national surveillance efforts and enforcement priority by providing data and analysis of informational inquiries and potential pesticide incidents.

E. Human Subjects Studies

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

F. Minority Serving Institutions

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

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

- Historically Black Colleges and Universities (HBCUs), as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at [Historically Black Colleges and Universities](#)
- Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at [American Indian Tribally Controlled Colleges and Universities](#)
- Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at [Hispanic-Serving](#)

[Institutions](#)

- Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#); and
- Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. 1059e(b)(6). A list of these schools can be found at [Predominately Black Institutions](#)

G. Additional Provisions for Applicants Incorporated into the Solicitation

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

SECTION II. AWARD INFORMATION

A. What is the amount of funding available?

The total funding estimated for this competitive opportunity is anticipated to be \$10 million over five years. EPA expects to award up to \$2 million in the first year and depending on the Agency's budget, approximately \$2 million for each subsequent year. The actual NPIC award amount may differ from the estimated amounts subject to the availability of funds, the quality of evaluated applications and other applicable considerations. EPA reserves the right to increase or decrease the total number of awards and award amounts, change the ration of assistance agreements awarded according to priorities, or not make any awards. The award may be fully or incrementally funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations.

B. Partial Funding Provision

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

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

EPA intends to award one cooperative agreement under this solicitation.

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

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

The project period for awards resulting from this solicitation is anticipated to begin in February 2024. Proposed project periods may be up to five (5) years.

E. Funding Type

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

- close monitoring of the successful applicant’s performance to verify the results proposed by the applicant,
- collaboration during performance of the scope of work,
- review of proposed procurement(s) in accordance with [2 Code of Federal Regulations \(CFR\) 200.317](#) and [2 CFR 200.318](#),
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient), and
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

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

SECTION III. ELIGIBILITY INFORMATION

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

A. Eligible Entities

In accordance with Assisting Listing 66.716 – Research, Development, Monitoring, Public Education, Training, Demonstrations and Studies, and the EPA’s Assistance Agreement Competition Policy ([EPA Order 5700.5A1](#)), applications for this *National Pesticide Information Center (NPIC)*, award will be accepted from states, U.S. territories and possessions, federally recognized Indian tribal governments and Native American organizations, public and private universities and colleges, other public or private nonprofit institutions, and local governments. Individuals and for-profit organizations are not eligible to apply.

Consistent with the definition of *Nonprofit organization* at [2 CFR § 200.1](#), the term nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes tax-exempt nonprofit neighborhood and labor organizations. Note that 2 CFR 200.1 specifically excludes Institutions of Higher Education from the definition of nonprofit organization, because they are separately defined in the regulation. While not considered to be a nonprofit organization(s) as defined by 2 CFR 200.1, public or nonprofit Institutions of Higher Education are, nevertheless, eligible to submit applications under this announcement. For-profit colleges, universities, trade schools, and hospitals are ineligible.

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

EPA recognizes that scientific, technical, engineering and mathematical (STEM) competence is essential to the Nation's future well-being in terms of national security and competitive economic advantage. For instance, the health and vitality of the economy is predicated, in part, on the availability of an adequate supply of scientists, technicians, engineers and mathematicians, to develop innovative technologies and solutions. Minorities, women, and persons with disabilities historically have been under-represented in the STEM fields. For this reason, EPA strongly encourages all eligible applicants identified in this Section, including Minority Serving Institutions (MSIs), to apply under this opportunity.

B. Cost Share

No cost sharing/matching funds or leveraged resources are required as a condition of eligibility under this competition.

C. Threshold Eligibility Criteria

Threshold eligibility criteria are requirements that if not met by the time of application submission, will result in the elimination of the application from consideration for funding. Only applications from eligible applicants (see *Section III. ELIGIBILITY INFORMATION, A. Eligible Entities*) that meet all these criteria will be evaluated against the ranking criteria in *Section V. APPLICATION REVIEW INFORMATION* of this announcement. If necessary, EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration due to the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

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

1. Applications must substantially comply with the application submission instructions and requirements set forth in *Section IV. APPLICATION AND*

SUBMISSION INFORMATION of this announcement or else they will be rejected.

2. Where a page limit is expressed in *Section IV. APPLICATION AND SUBMISSION INFORMATION* with respect to the application, or parts thereof, in excess of the page limitation will not be reviewed. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.
3. In addition, initial applications must be submitted through [Grants.gov](https://www.grants.gov) as stated in *Section IV. APPLICATION AND SUBMISSION INFORMATION* of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in *Section IV.*) on or before the application submission deadline published in *Section IV.* of this announcement. Applicants are responsible for following the submission instructions in *Section IV.* of this announcement to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in *Section IV.*, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.
4. Applications submitted outside of [Grants.gov](https://www.grants.gov) will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA mishandling or technical problems associated with Grants.gov or SAM.gov. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov **will not** be considered an acceptable reason to consider a submission outside of Grants.gov.
5. EPA will consider only one application from each eligible applicant including units of government and Institutions of Higher Education (IHE).
6. Applications must not exceed a performance period of five years or request a funding level of more than \$10 million for the full performance period.
7. Submissions must contain specific outputs and outcomes and state how those will be measured and documented.
8. Ineligible activities: If an application is submitted that includes any ineligible tasks or activities (e.g., trainee stipends), that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

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

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

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

B. Submission Instructions

1. System for Award Management (SAM.gov) Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using [login.gov](https://www.login.gov)¹ to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

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

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

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

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

2. Grants.gov Registration Instructions

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

¹ Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit [http://login.gov/help](https://login.gov/help).

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

Please note that this process can take a month or more for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

3. Application Submission Process

To begin the application process under this grant announcement, go to [Grants.gov](#) and click the red “Apply” button at the top of the view grant opportunity page associated with this opportunity.

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

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

4. Application Submission Deadline

Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](#) no later than **August 7, 2023, 11:59 PM ET**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

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

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

C. Technical Issues with Submission

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

1. Contact Grants.gov Support Center before the application deadline date.
2. Document the Grants.gov ticket/case number.
3. Send an email with **EPA-OCSP-OPP-2023-002** in the subject line to rivera-lupianez.ana@epa.gov before the application deadline time and date and must include the following:
 - a. Grants.gov ticket/case number(s)
 - b. Description of the issue
 - c. The entire application package in PDF format.

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

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

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

D. Application Materials

The following forms and documents are required under this announcement:

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

The following documents are optional: Letters of Support - May be included in the

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

Note: Appendices A and B are provided to support development of your application. Additional information about the budget including a budget sample is in Appendix A. Appendix B provides a checklist of forms and documents to include in the application submission.

E. Narrative Proposal

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

- 1) **Cover Page:** The cover page must list the following information with the letterhead for your organization:
 - EPA funding opportunity number: EPA-OCSPP-OPP-2023-002
 - Project Title:
 - Project Coordinator:
 - Organization Name and Address:
 - Telephone No.: _____ Email Address: _____
 - Project Duration (anticipated start date and end no later than date):
 - First Year Funding Request:
 - Total Funding Request (for the entire five-year project):
 - Unique Entity Identifier (UEI) generated from the System for Award Management (SAM). (See *Section IV. APPLICATION AND SUBMISSION INFORMATION, B. Submission Instructions*.)
- 2) **Table of Contents:** A table listing the different parts of the application and the page number on which each part begins.
- 3) **Executive Summary:**
 - A stand-alone, concise statement on your organization's anticipated accomplishments and the benefits to the public and potential audience(s) served.
 - A concise description of the proposed NPIC program with a goal, objectives, outputs, and outcomes.
 - A concise explanation on how your organization meets the eligibility factors in *Section III. ELIGIBILITY INFORMATION, A. Eligible Entities*.
- 4) **Proposed Project Workplan:** Clearly describe how the proposed project meets the requirements and guidelines in this announcement under *Sections I. FUNDING OPPORTUNITY DESCRIPTION, II. AWARD INFORMATION, and III. ELIGIBILITY*

INFORMATION. All applications will be evaluated, in part, on how EJ is incorporated into the project. Applicants must include at least one EJ approach in their proposal.

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

a. Project Title

b. Part A. Project Scope and Objectives (See *Section I. Funding Opportunity Description*)

1. Scope, Goal and Objectives. Explain how your organization’s overall approach would meet objectives and includes:
 - 1.1) A concise purpose statement on anticipated accomplishments and how they would benefit the public and potential audience(s) served including underserved and vulnerable communities.
 - 1.2) A goal linked to the purpose and a numbered list of concisely written objective(s) that are specific, realistic, and measurable. Include how the goal and objectives link to EPA [FY 2022-2026 Strategic Plan](#) Goal 7, Objective 7.1 - *Ensure Chemical and Pesticide Safety by protecting “the health of families, communities, and ecosystems from the risks posed by chemicals and pesticides”*.
2. Program Design. (See *Section I. Funding Opportunity Description, B. Scope of Work.*) Describe in detail the approach and plan for establishing a program with national coverage, that continues, expands and enhances the current NPIC program, and includes:
 - 2.1) A well-conceived approach and plan to effectively reach a national audience to communicate the potential risks of pesticides that meet program objectives and furthers the intention to continue, expand and enhance the current NPIC program. Describe in detail the project activities to be funded. (See *Section I. FUNDING OPPORTUNITY DESCRIPTION, B. Scope of Work, 1. Purpose and Scope.*)
 - 2.2) A well-conceived data collection/management and communication plan. For communication activities and data collection/management, as well as any supporting activities, indicate in detail the resources, tools and methodologies that will be utilized. Examples:
 - Indicate explicitly how the data will be collected, compiled, maintained, coded, sorted, reported, and secured
 - Indicate what theories of risk communication, low literacy communication methods, and outreach and education tools will be utilized to reach a diverse national audience.

- 2.3) A list of outputs linked to expected outcomes with benefits to human health and the environment. (See *Section I. FUNDING OPPORTUNITY DESCRIPTION, C. EPA Strategic Plan Linkage & Anticipated Outcomes, Outputs & Performance Measures.*) Describe in detail the project activities to be funded. (See *Section I. FUNDING OPPORTUNITY DESCRIPTION, B. Scope of Work and Objectives, 3. Activities to be Funded.*)
- 2.4) How your organization would use or consider lessons learned from previous or existing efforts and how they will benefit this program.
- 2.5) A clear and practical approach to evaluate performance. Clearly describe the expected project outputs and outcomes and how progress towards achieving them will be tracked and measured, and how the overall program will be evaluated. (See *Section I. FUNDING OPPORTUNITY DESCRIPTION, C. EPA Strategic Plan Linkage & Anticipated Outcomes, Outputs & Performance Measures.*)
- 2.6) The approach for tracking and reporting on progress towards achieving the expected outputs and outcomes to EPA.
 - a) Regular reports documenting all activities and efforts on implementation, and tracking and measuring progress toward achieving the outputs, outcomes, and milestones in the overall five-year plan and each annual plan, including environmental justice considerations.
 - b) One final report on all activities and results.
3. Project Milestone Schedule
 - 3.1) Provide a schedule that:
 - a) Covers each of the five years of the cooperative agreement.
 - b) Lists phases, each with its own tasks and project activities.
 - c) Estimates timeframes to complete each phase.
 - 3.2) Describe the approach, with procedures and controls to ensure awarded grant funds, including any subaward funds, are expended in a timely and efficient manner.

c. Part B. Outreach, Transferability, and Sustainability

1. Describe your organization's history of working with a range of local, state, and national stakeholders, such as State Public Health agencies, Poison Control Centers, National Institute for Occupational Safety and Health (NIOSH), state pesticide regulatory agencies (i.e., state lead agencies), land-grant universities/extension services, and other pesticide safety education programs.
2. Describe the roles of potential collaborators, partnerships, coalitions and/or existing networks and how they would increase overall success.
3. Describe how the project will be disseminated and promoted to ensure project information and outcomes are clearly presented and reach the intended audience

and potential audiences.

4. Describe your approach for providing long-term preservation of and access to, the materials/resources/tools developed under the award (including data generated under subawards and contracts) funded in whole or in part by EPA.

d. Part C. Programmatic Capability and Environmental Results

Submit a list of federally [and/or non-federally if offices want to allow that also] funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements), include the names, email addresses, and phone numbers of the Project Officers from the funding entity and your organization 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; and
- (iii) 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.

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.

- 1.1) Include the names, email addresses, and phone numbers of the Project Officers from the funding entity and your organization.

e. Part D. Budget Narrative

1. In addition to the SF-424A form, prepare a five-year, up to \$10 million budget and a separate budget for up to \$2 million for the first year of the cooperative agreement. With each budget, explain the need for funding in the appropriate budget categories *a thru g* (listed under **3** below). Include:
 - 1.1) The appropriate amount for subawards.
2. Link each task or activity from the proposed NPIC to the associated resources needed to accomplish the activity.
3. Include sufficient detail for EPA to determine if costs are eligible, allocable,

reasonable, and allowable. For more information, see <https://www.epa.gov/grants/epa-grants-overview-applicants-and-recipients> and the Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance at <https://www.epa.gov/grants/rain-2019-g02>. If recommended for funding, you will be required to submit a copy of your organization's Indirect Cost Rate Agreement, if applicable. Please refer to Appendix A. *Budget Detail Instructions, Descriptions and Sample* of this solicitation for additional information.

- a) **Personnel:** Include only direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full or part-time employee. Consultants, contractors or employees of other partner organizations are not "personnel".
- b) **Travel:** Include the travel location(s), estimated number of trips, estimated total mileage, applicable reimbursement rate, and number of nights lodging required throughout the entire project period for your personnel only. Travel for consultants, contractors, subawardees, or partner organizations goes in "Other Direct Costs".
- c) **Equipment:** Include only equipment proposed purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include costs for each item.
- d) **Supplies:** Include tangible personal property other than equipment. Include a brief description of the supplies required to perform the work and categorized by major supply category. Example: office supplies, computer supplies, etc.
- e) **Contractual/ (including consultant) Services:** List services and associated costs that are to be carried out by an individual or organization other than the applicant in the form of a procurement relationship. Consultants are contractors. Include a brief description of the scope of work or services to be provided.

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

Refer to SECTION IV. (APPLICATION AND SUBMISSION INFORMATION) on [EPA's Standard Solicitation Clause](#) for more information on this important topic.

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

Coalitions: Groups of two or more eligible applicants may choose to form a coalition and submit a single application for this assistance agreement. However, one entity must be responsible for the cooperative agreement. Coalitions must identify which eligible organization will be the recipient of the assistance agreement, and which eligible organization(s) will be subrecipients of the recipient (the “pass-through entity”). *Subawards* must be consistent with the definition of that term in 2 CFR 200.1 and comply with [EPA’s Subaward Policy](#). The pass-through entity that administers the grant and subawards will be accountable to EPA for proper expenditure of the funds and reporting and will be the point of contact for the coalition. As provided in 2 CFR 200.332, subrecipients are accountable to the pass-through entity for proper use of EPA funding. For-profit organizations are not eligible for subawards under this grant program but may receive procurement contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 CFR Part 200 and/or 2 CFR Part 1500, as applicable. The regulations at 2 CFR 1500.10 contain limitations on the extent to which EPA funds may be used to compensate individual consultants. Refer to the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for guidance on competitive procurement requirements and consultant compensation. Do not name a procurement contractor (including a consultant) as a “partner” or otherwise in your application unless the contractor has been selected in compliance with competitive procurement requirements.

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

Include Attachments 1 and 2 with your application. Attachment 3 is optional. Attachments do not count toward the 40-page limit:

- **Attachment 1:** Provide a timetable for each project objective. *(Required)*
- **Attachment 2:** Provide brief resumes (not to exceed two pages each) for the project coordinator and key staff. *(Required)*
- **Attachment 3:** If the project narrative describes partnerships, funding, or in-kind services, a letter of support may be included in the application but is not required. If submitted, a letter of support should clearly state the intent of the partner and their contribution, cash, or in-kind services to the project. Letters of recommendation will not be considered. *(Optional)*

F. Submission Dates and Times

The closing date and time to submit applications is August 7, 2023, at 11:59 p.m. Eastern Time (ET). Applications submitted after this date and time will not be considered for funding.

SECTION V. APPLICATION REVIEW INFORMATION

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

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

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

A. Evaluation Criteria

Evaluation Criteria Table

Criteria	Max # Points	Total points
Part A. Project Scope & Approach		52
1. Scope, Goal and Objectives This section correlates to <i>SECTION IV. APPLICATION AND SUBMISSION INFORMATION, E. Narrative Proposal, 4) Proposed Project Workplan, b. Part A Scope and Objectives, 1) Scope, Goal and Objectives</i> . EPA will evaluate applications on quality and the extent to which they have a clear, concise and appropriate:		(5)
1.1) Purpose statement on anticipated accomplishments of the proposal and its benefits to the public and potential audience(s) served including underserved and vulnerable communities.	2	
1.2) Goal linked to the purpose, and a numbered list of concisely and clearly written objective(s). Objectives should be specific, realistic, and measurable. Goal and objectives should link to EPA FY 2022-2026 Strategic Plan Goal 7, Objective 7.1 - <i>Ensure Chemical a Pesticide Safety by protecting “the health of families, communities, and ecosystems from the risks posed by chemicals and pesticides”</i> .	3	
2. Program Design This section correlates to <i>SECTION IV. APPLICATION AND SUBMISSION INFORMATION, E. Narrative Proposal, 4) Proposed Project Workplan, b. Part A Scope and Objectives, 2. Program Design</i> . All applications will be evaluated, in part, on how EJ is incorporated into the project Under this criterion, EPA will evaluate applications on quality and the extent to which they describe in detail a clear, reasonable, logical approach and plan for establishing a program with national coverage, that furthers the intention to continue, expand and enhance the current NPIC program, and includes:		(40)
2.1) A well-conceived approach and plan to effectively reach a national audience to communicate the potential risks of pesticides as well as any supporting activities that meet program objectives and, expand and enhance the current NPIC program.	10	
2.2) A well-conceived data collection/management and communication plan.	5	
2.3) A list of outputs linked to expected outcomes with anticipated benefits to human health and the environment.	10	
2.4) Lessons learned from previous or existing efforts, and how they would be used/considered and benefit the proposed NPIC.	5	
2.5) A clear and practical approach to evaluate performance.	5	
2.6) A well-conceived approach for tracking and reporting on progress towards achieving the expected outputs and outcomes to EPA. This includes regular reports documenting all activities and efforts on implementation, and tracking and measuring progress toward achieving the outputs, outcomes, and milestones in the overall 5-year plan and each annual plan.	5	

Criteria	Max # Points	Total points
<p>3. Project Milestone Schedule</p> <p>This section correlates to <i>SECTION IV. APPLICATION AND SUBMISSION INFORMATION, E. Narrative Proposal, 4) Proposed Project Workplan, b. Part A Scope and Objectives, 3. Program Milestone Schedule.</i></p> <p>Under this criterion, EPA will evaluate applications on quality and the extent to which the schedule is detailed, thorough, logical, practical, and include:</p>		(7)
<p>3.1) A list of activities in phases with associated tasks and timeframes for completion for all five years.</p>	5	
<p>3.2) A logical approach with procedures and controls for ensuring that all funds, including subaward funds, are expended in a timely and efficient manner.</p>	2	
<p>Part B. Outreach, Transferability and Sustainability</p>		8
<p>Under this criterion, applicants will be evaluated based on the extent to which the project accomplishes the requirements listed under <i>SECTION IV. APPLICATION AND SUBMISSION INFORMATION, E. Narrative Proposal, 4) Proposed Project Workplan, c. Part B Outreach, Transferability, and Sustainability.</i></p>		(8)
<p>1. Describes the applicant’s history of working with a broad range of local, state and national stakeholders.</p>	2	
<p>2. Explains how the project design promotes meaningful involvement of partner organizations.</p>	2	
<p>3. Outlines how the project will be disseminated and promoted to ensure project information and outcomes are clearly presented and reach the intended audience and potential audiences.</p>	2	
<p>4. Describe how the project will ensure that information and outcomes will be of use to other organizations and stakeholders so that the project may continue after EPA funding ends.</p>	2	
<p>Part C. Programmatic Capability and Environmental Results</p>		20
<p>This section correlates to <i>SECTION IV. APPLICATION AND SUBMISSION INFORMATION, E. Narrative Proposal, 4) Proposed Project Workplan, d. Part C Programmatic Capability and Environmental Results.</i> Clearly describe in detail the resources available to support the proposed NPIC and the ability to successfully manage and complete the project. Under this criterion, EPA will evaluate applicants based on their ability to successfully complete and manage the proposed project.</p>		
<p>1. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project considering:</p>		
<p>1.1) Past performance in successfully completing and managing the assistance agreements identified in response to Section IV of the solicitation,</p>	5	
<p>1.2) History of meeting the reporting requirements under the assistance agreements identified in response to Section IV of the solicitation including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs</p>	5	

Criteria	Max # Points	Total points
and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not,		
2. Applicant’s organizational experience and plan for timely and successfully achieving the objectives of the proposed project.		(20)
2.1) Organizational experience and how it would help you successfully achieve the objectives of your application.	5	
2.2) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the project.	5	
NOTE: for 1.1) and 1.2) under 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). Applicants that do not have any relevant or available past performance or past reporting information, should indicate so in the proposal and will receive a neutral score for these subfactors (items 1.1) and 1.2) above – a neutral score is half of the total points available in a subset of possible points). If an applicant does not provide any response for these items, they may receive a score of 0 for these factors.		
Part D. Budget (Narrative and Forms) Applications will be evaluated on the extent to which the applicant:		20
Under this criterion, applicants will be evaluated based on the extent to which the project accomplishes the requirements listed under <i>SECTION IV. APPLICATION AND SUBMISSION INFORMATION, E. Narrative Proposal, 4) Proposed Project Workplan, e. Part D Budget Narrative</i> . Additional information is provided in Appendix A. <i>Budget Detail Instructions, Descriptions and Sample</i> of this solicitation for additional information.		
1. SF-424A form, a five-year overall budget and separate first year budget with appropriate Federal budget categories.	10	
2. Link each task or activity from the project workplan to the associated resources needed to accomplish the activity.	5	
3. Include sufficient detail for EPA to determine if costs are eligible, allocable, reasonable, and allowable.	5	(20)
TOTAL		100

B. Review and Selection Process

Applications will first be evaluated against the threshold eligibility criteria listed in *Section III.C.* of this solicitation. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. EPA will use a consensus scoring approach whereby each member of a review panel will independently review and score each application. The panel will then discuss each application and arrive at a consensus score for each criterion. The panel will recommend the application with the highest total score to the Selection Official (SO). The SO will

review the recommended application(s) and may consider the availability of funds and programmatic priorities before reaching a final decision.

SECTION VI. AWARD ADMINISTRATION INFORMATION

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

A. Award Notification

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

- 1. Successful Applicants:** EPA anticipates notification to the successful applicant will be made via telephone, email or postal mail by November 2023. The notification will be sent to the original signer of the application, or the project contact listed in the application. This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. The official notification of an award will be made by the Grants & Interagency Management Division (GIAMD). Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice signed by the EPA grants officer is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of grant can take up to 90 days or longer.

The award recipient information for the successful application will be posted on the Office of Pesticide Programs website at the conclusion of the competition.

- 2. Unsuccessful Applicants:** EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail by November 2023. The notification will be sent to the original signer of the application, or the project contact listed in the application.

B. Pre-award Costs

In accordance with [2 CFR 1500.9](#), EPA award recipients may incur allowable project costs 90 calendar days before the federal awarding agency makes the federal award. Expenses more than 90 calendar days pre-award require prior approval of EPA. All costs incurred before EPA makes the award are at the recipient's risk. EPA is under no obligation to reimburse such costs if for any reason the recipient does not receive a federal award or if the federal award is less than anticipated and inadequate to cover such costs.

C. Administrative and National Policy Requirements

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at [EPA Policies and Guidance for Grants](#).

D. Reporting Requirements

The successful applicant(s) will be required to submit project activity reports throughout the duration of the project, as frequently as quarterly, as directed by the EPA Project Officer. Such reports must address the status of all objectives and activities outlined in the project (including measures), any changes in key personnel, and incurred project expenses. A final project report is also required 90 days following the end of the project period. All reports should be submitted electronically.

The successful applicant(s) is also required to comply with all reporting requirements for Federal awards, including those described at 2 CFR 180.335 and 2 CFR 180.350.

E. Debriefings

Unsuccessful applicants interested in requesting a debriefing should refer to the procedures for debriefings in the Dispute Resolutions Procedures, which can also be found at [70 Federal Register 3629, 3630 \(January 26, 2005\)](#). Copies of these procedures may also be requested by contacting the person listed in *Section VII*. of the announcement. Please note that the Federal Register notice referenced to above refers to regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding this, the procedures for competition-related debriefings and disputes remains unchanged from the procedures described at 70 Federal Register 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

F. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 Federal Register 3629, 3630 (January 26, 2005) which can be found at <https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures> Copies of these procedures may also be requested by contacting the person listed in *Section VII*. of the announcement.

SECTION VII. AGENCY CONTACT

If you have questions or need additional information regarding this announcement, please contact Ana Rivera-Lupiáñez, U.S. Environmental Protection Agency, Office of Pesticide Programs (7508M), 1200 Pennsylvania Ave. N.W., Washington, DC 20460. Telephone: (202) 566-2450, email: rivera-lupianez.ana@epa.gov.

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

APPENDIX A –Budget Detail Instructions, Descriptions and Sample

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

Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs (including consultant services), subawards and other direct costs, indirect costs, and total costs. The budget narrative must include an overall budget table for allocation of up to \$10,000,000 over five years for each budget category and a detailed budget table and narrative for the first incremental funding (Year 1 of the cooperative agreement) for up to \$2,000,000.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail Section of the work plan.

- **Personnel – List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services) as cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, or non-employee program participants (e.g., interns or volunteers) which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits – Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.
- **Travel – Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g., inspections) or related to proposed project activities (e.g., attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including individual consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, and non-employee program

participants (e.g., trainees) which are included in the “Other” category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken.

- **Equipment – Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR 200.94. The budget detail must include an itemized listing of all equipment proposed under the project. Note: If your organization has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000 then that threshold takes precedence.
- **Supplies – “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual – Identify each type of proposed contract and specify its purpose and estimated cost.** Contractual services (including consulting services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. EPA’s Subaward Policy and supplemental Frequent Questions has detailed guidance available for differentiating between contractors and subrecipients.

Leased or rented goods (equipment or supplies) should be included in the “Other” category. EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of \$3,500 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g., consulting) that are widely available in the commercial market. Refer to [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

- **Other – List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are insurance; rental/lease of equipment or supplies; equipment service or maintenance contracts; printing or photocopying; participant support costs such as non-employee training stipends and travel, subsidies or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the “Other” category and include the estimated amount of participant support costs in a separate line item.

- **Subawards (e.g., subgrants) – List the funding amount of each subaward.** Subawards are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient event if the agreement is referred to as a contract. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the “Other” category and a description of the types of activities to be supported. Refer to [EPA Subaward Policy for EPA Assistance Agreement Recipients](#) and [EPA Subaward Policy Additional Resources](#) for additional guidance.
- **Indirect Charges – If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the award recipient for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost.

Examples of Indirect Cost Rate calculations are shown below:

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

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

APPENDIX B –Application Proposal Checklist (Optional)

Disclaimer: This Application Proposal Checklist does not supersede the requirements in the Request for Applications (RFA). Applicants should address all criteria outlined in the RFA. This abbreviated checklist is intended to provide a streamlined representation of the RFA and to offer helpful hints to address a few select criterion that have presented challenges to past applicants.

Organization		
Funding Opportunity Title: National Pesticide Information center EPA-OCSPP-OPP-2023-002		
No.	Application Component	Submitted? (Yes/No)
1	Application for Federal Assistance (SF-424)	
2	Budget Information for Non-Construction Programs (SF-424A)	
3	Key Contacts Form (Form 5700-54)	
4	Pre-award Compliance Review Report	
5	Narrative Proposal* - prepared as described in Section IV. APPLICATION AND SUBMISSION INFORMATION of the announcement.	

*See Narrative Proposal Sections checklist to confirm that your organization has submitted each Section.

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

APPENDIX C –Background Information regarding Incident Data Index

The following information is provided in this funding announcement as background.

National Pesticide Information Center’s (NPIC) Incident Data Consistency Index, Expanded Definitions

Definite

The narrative should document (as clearly as possible):

- a) At least one specific symptom that is consistent with exposure to the identified active ingredient(s), given that one non-specific symptom (i.e., headache, nausea) is generally insufficient, **and**
- b) The time course between exposure, onset, and duration of symptoms is consistent with the toxicology of the active ingredient, **and**
- c) The reported exposure pathway is highly plausible, and the route(s) of exposure is/are clear, based on the history provided, **and**
- d) A biomarker of exposure (parent compound or metabolite) was detected in a measurable concentration through laboratory analyses, and the biomarker concentration is provided.

Consistent

The narrative should document (as clearly as possible):

- e) The primary complaint or the majority of reported symptoms are consistent with exposure to the active ingredient(s) according to published information, **and**
- f) The time course between exposure, onset, and duration of symptoms could be conceivably consistent with the toxicology of the active ingredient, **and**
- g) The reported exposure pathway is conceivably plausible based on the history provided.

Inconsistent

There is a report of exposure and symptoms, but:

- a) The primary complaint or the majority of the reported symptom(s) are not consistent with exposure to the active ingredient(s), **and/or**
- b) The time course between exposure and onset or duration of symptoms is not consistent with the toxicology of the active ingredient(s) **and/or**
- c) The available history does not include a plausible exposure pathway.

Unclassifiable

There is a report of exposure, but sufficient information is not available:

- a) Unclassifiable – Active ingredient (AI) unknown
No active ingredients could be identified.
- b) Unclassifiable – Asymptomatic
The caller reported there were no symptoms.
- c) Unclassifiable – Symptoms Unknown
The presence/absence of symptoms is unknown. This happens when time is of the essence, and data collection is curtailed. This also happens when email messages and voice-mail messages include an exposure report with no mention of signs or symptoms.