

US EPA ARCHIVE DOCUMENT



US Environmental Protection Agency Office of Pesticide Programs

Funding Opportunity Announcement:

National Pesticide Information Center (NPIC)
(EPA-OPP-13-003)

August 15, 2013

Funding Opportunity Announcement: National Pesticide Information Center

Overview Information

The following list provides key information concerning this funding opportunity:

A. Federal Agency and Office Name: Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSPP), Office of Pesticide Programs (OPP)

B. Funding Opportunity Title: National Pesticide Information Center

C. Funding Opportunity Number: EPA-OPP-13-003

D. Announcement Type: Request for Applications (RFA) - Initial Announcement

E. Catalog of Federal Domestic Assistance (CFDA) number: 66.716
Surveys, Studies, Investigations, Training, Demonstration & Education Outreach

F. Statutory Authority: Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20.

G. Dates: Applications must be submitted through either Grants.gov or via express delivery. Grants.gov submissions must be submitted on or before September 30, 2013 by midnight Eastern Time. Hard copy applications via express delivery only (e.g., FedEx, UPS, etc.) must be received by the EPA Project Officer Emily Selia on or before September 30, 2013 by 5:00 PM Eastern Time. EPA will not accept applications submitted via fax, email, or 1st Class Mail delivery by U.S. Postal Service. Applications received after the closing date and time will NOT be considered for funding.

H. Brief Description

EPA's Office of Pesticide Programs (OPP) is soliciting applications for an assistance agreement to support the National Pesticide Information Center (NPIC), a program intended to advance the provision of objective, science-based information on a wide variety of pesticide-related subjects to anyone within the United States and its Territories, while collecting data on potential pesticide incidents to more fully support national pesticide surveillance systems.

The intent of the NPIC program is to respond to inquiries regarding pesticide related issues such as pesticide product usage, pest identification, health effects, and enforcement contacts. This program will provide unbiased, accurate information and response to these inquiries through multiple avenues including a toll-free telephone service, an extensive website, outreach and training. General pesticide-related inquiries, including questions on the risks associated with a pesticide, usage restrictions, and local contact information for enforcement of pesticide regulations will be addressed by trained experts in toxicology, environmental health and science, public health and veterinary medicine. Callers contacting the program regarding medical or veterinary emergencies will be provided any needed information and promptly relayed to

appropriate poison control programs for emergency medical assistance. Suspected non-emergency cases of a potentially adverse affect from pesticide exposures will be offered a rapid response, including risk mitigation information and enforcement contacts when appropriate.

As a secondary activity, the program will also provide a route for veterinarians, clinicians, state environmental, agricultural and public health offices, consumers, parents, researchers and members of the public to report suspected pesticide incidents to a national database. The NPIC program will provide data and analysis of informational inquiries and potential incidents, for EPA and other stakeholders, supporting national pesticide surveillance efforts, enforcement priority setting and EPA risk assessment analysis.

The total award amount for this funding opportunity is estimated to be \$5,000,000, dependent on availability of funds. EPA anticipates awarding one award for FY14, for \$1,000,000. At the conclusion of the first one year period of performance, incremental funding of up to \$1,000,000 may be made available for each additional year allowing the project to continue for a total of five (5) years depending on Agency priorities, available funding levels, and satisfactory performance of the recipient. EPA reserves the right to reject all applications and make no awards.

I. Funding Opportunity Description

A. History and Overview

The Federal Insecticide, Fungicide and Rodenticide Act (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. Since the inception of EPA, the Agency has attempted in numerous ways to fulfill this mandate.

The idea of a toll free telephone service was initiated in 1978 for exclusive use by health professionals in the recognition and management of pesticide poisonings. The telephone service was later expanded to include the general public and to provide information on a variety of other pesticide topics. NPIC's annual telephone call load generally ranges from 17,000 to 25,000. Over all, inquiries have been received from all states and internationally, through multilingual personnel, telephone language line services or similar mechanisms. Inquiries are received from the general public as well as federal and state agencies, public health departments, health care providers, academia, and others. NPIC is an invaluable resource for many organizations that need to refer inquiries of a complex medical nature to an expert in the field. The NPIC program is recognized as an unbiased source of accurate scientific information dealing with pesticides. NPIC is also recognized by many state agencies and health care providers as a national, reliable source for consultation and information on pesticide exposure.

In order to validate NPIC data as impartial, accurate, science-based, and current, the awardee of this cooperative agreement will need to obtain current readily available pesticide-related information from peer-reviewed literature, university extension, federal, state and local government resources and international scientific and governmental sources, on current and previously registered active ingredients and consumer pesticide products. NPIC staff will need to keep information current by continually updating pesticide active ingredient information at hand, conducting literature searches, and utilizing all relevant databases and informational resources. NPIC staff will need to monitor professional listservs, federal register notices and updates received from relevant journals. NPIC will also need to provide links to relevant EPA/OPP websites as well as other parts of EPA, federal and state government and non-governmental links, such as public health resources. The program aims to serve unique and unmet needs of the public, rather than duplicating services provided elsewhere.

B. Authority

EPA expects to award assistance agreements under the authority provided in Section 20 of FIFRA, 7 U.S.C. 136r which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies. FIFRA authorizes EPA to monitor incidental exposure to man, animals and the environment, and to identify pesticide pollution, trends and sources of contamination and their relationship to human and environmental effects. The NPIC agreement will primarily support FIFRA through public education and monitoring of pesticide incident data. Regulations governing these agreements are found at 40 CFR Part 30 for institutions of higher education, hospitals, and other non-profit

organizations, and 40 CFR Part 31 for states and local governments. In addition, the provisions in 40 CFR Part 32 on government-wide debarment and suspension; and the provisions in 40 CFR Part 34 governing restrictions on lobbying, apply. All Costs incurred under this program must be allowable under the applicable OMB Cost Circulars: A-21 (educational institutions), found at 2 CFR Part 220; OMB Circular A-87 (State, local and Indian Tribal government), found at 2 CFR Part 225 and OMB Circular A-122 (non-profit organizations), found at 2 CFR Part 230. Copies of this circular can be found at <http://www.whitehouse.gov/omb/circulars>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (e.g., lobbying members of Congress or lobbying for other Federal grants, or contracts). See 40 CFR Part 34.

C. Program Description

1. Purpose and Scope

The purpose of the program is to foster a reduction in pesticide exposures and help protect human health and the environment. The program is intended to serve the public by supporting informed decision-making regarding pesticides.

Over the five year period, the NPIC program is intended to provide to the public unbiased, accurate, science-based information on a broad range of pesticide-related issues, in a manner accessible to a diverse network of stakeholders having a range of spoken languages and literacy levels. The program is intended to respond swiftly to questions and connect inquirers with local, state and federal resources on pesticides and pesticide-related issues. The program is not intended to be used for targeted enforcement but may inform priority setting within state enforcement programs and the EPA.

2. Objectives:

The program is intended to:

- a. Serve as a source of factual, unbiased information for diverse audiences including, but not limited to, the agricultural and pest control community, healthcare providers, educators, consumers, and the general public.
- b. Provide information on a wide variety 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). This program is intended to address current and emerging pesticide-related issues. The program is also intended to provide federal, state and local resources on the topics above.
- c. Provide accurate and unbiased information in a manner understandable to the audience and communicate scientific information to a lay audience in an appropriate manner to promote informed decision-making on the part of the caller.

- d. Collect and disseminate high quality pesticide incident data via a rigorous and well-defined data collection system.
- e. Integrate the values of professionalism, teamwork, integrity, accountability, and a strong commitment to the public, as well as to the professional and medical communities, to provide exceptional customer service.

3. Activities:

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

- a. Providing factual, unbiased pesticide-related information, as described above in Section I.C.2, through a variety of delivery methods including a toll-free telephone system, a detailed, interactive website, and other methods as needed.
 - i. Toll-free phone service should be available to callers in the United States and its Territories. The project should operate at least five days a week, 4 hours a day, with voicemail available on weekends.
 - ii. The service should provide assistance in real time during business hours and within 24 hours following receipt of voicemail or email. Users may include representatives of the public, state and local government agencies, private interest groups, medical community, chemical manufacturers, educators, consumers and other members of the public.
 - iii. Provide web-based mechanism(s) for the public to report potential pesticide-related incidents.
- b. Providing response in English and Spanish by staff, and translation for languages not spoken fluently or with high proficiency by call center staff. Minimally, at least one staff member should be fluent in Spanish.
- c. Providing instantaneous access for staff to resources on current and previous registered active ingredients, consumer pesticide products, clinical and basic toxicology, environmental chemistry, pesticide regulation and related subjects, in order to respond accurately, comprehensively and swiftly to inquiries. Examples of resources might include subscriptions to electronic databases and peer-reviewed journals.
- d. Providing the medical and veterinary community with materials and expert consultation on recognition and management of pesticide poisonings, for human and animal exposure scenarios.
- e. Developing and/or making available existing innovative and effective written and verbal (audio) materials and programs, in English and Spanish, to be available minimally in

electronic format, for members of the public to utilize and share information on pesticide-related issues.

- f. Acquire and electronically code accurate information on all inquiries, including both general information requests and potential pesticide incidents. (Materials and information generated for the benefit of the public under previous agreements will be provided to the successful awardee.)

Fields to collect include, but are not limited to, the following:

- Narrative summary
 - Demographic Information (with PII removed prior to transmittal to EPA or other entities, according to state and federal privacy and data collection regulation)
 - Product names, active ingredients and registration numbers
 - Entities impacted
 - Type of potential exposure
 - Signs/symptoms
 - Action performed by call center
 - Type of product usage discussed
 - Resources and information sought by inquirer
 - Severity and certainty (based on existing indices in Attachment B and informed by other existing indices for similar surveillance programs)
- g. Analyzing information to reveal possible trends in pesticide incidents, misuse of products, label issues, and unexpected dangers to the health of humans, animals, and the environment.
 - h. Utilizing thorough quality control processes 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 experiencing an adverse reaction requiring immediate medical evaluation, staffs consistently refer or directly transfer to a human or animal poison control center in a timely manner.
 - i. Preparing case reports for EPA as requested (at least on a quarterly basis) and alerts as needed for sentinel events and emerging trends.
 - j. Employing a rigorous training program for staff to address risk communication skills; cultural competency; literacy level variability in callers; technical information; and maintenance of a high level of professionalism and objectivity in providing information and effectively translating scientific information to a lay audience.
 - k. Collaborating with federal, state, and local government agencies, as well as private public health, veterinary, environmental and agricultural organizations, and other pesticide surveillance programs 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.

1. Implementing 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. A full QA/QC plan will be negotiated with the successful applicant.

D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan/GPRA Architecture

The award to be made under this announcement will support EPA Strategic Plan Goal 4, Ensure Chemical Safety and Preventing Pollution, Objectives 4.1 Ensuring the Safety of Chemicals and Preventing Pollution and 4.2 Promote Pollution Prevention. To see EPA's 2011-2015 Strategic Plan visit <http://www.epa.gov/planandbudget/strategicplan.html>.

2. Outputs

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

The anticipated outputs of this cooperative agreement are to successfully accomplish the activities listed in Section I.C.3 as well as any additional activities proposed by the applicants.

Examples of outputs include:

- a. Toll free telephone multilingual hotline open five days a week 4 hours a day, responding promptly to diverse audiences in multiple languages 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 diversity of audiences 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. An extensive, searchable database of information regarding all general inquiries and potential pesticide incidents.
- f. A detailed quality control and operating procedure plan.
- g. Regular communications with EPA regarding data collected, public concerns and sentinel events.
- h. Collaborations with state and federal agencies, public health organizations, medical and veterinary communities.

- i. Continuous evaluation plan addressing process, formative, and outcome evaluation, with clearly defined and charted measurements.

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 NPIC program. They may not necessarily be achievable within an assistance agreement funding period.

Examples of anticipated outcomes include:

- a. 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.
- b. Increased access to pesticide-related information by a broad audience including low literacy, low technology users.
- c. Increased ability of the public to make informed decisions regarding use of pesticides and treatment regarding potential pesticide exposures.
- d. Improved ability for healthcare providers to address potential pesticide exposure incidents.
- e. Increased availability of quality data on potential pesticide incidents and general pesticide information questions.

II. Award Information

A. Amount of funding available

The total award amount for this funding opportunity is estimated to be \$5,000,000, dependent on availability of funds. EPA anticipates awarding one award for FY14, for \$1,000,000. At the conclusion of the first one year period of performance, incremental funding of up to \$1,000,000 may be made available for each additional year allowing the project to continue for a total of five (5) years depending on Agency priorities, available funding levels, and satisfactory performance of the recipient. EPA reserves the right to reject all applications and make no awards.

B. Total Number of Awards

EPA anticipates awarding one cooperative agreement subject to the availability of funds and quality of evaluated applications.

C. Additional Award Information

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

original selection date.

D. Partial Funding

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicant or affect the basis upon which the application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process. As projects will be funded for the first year, with an option to fund the remaining four years based on funding, it is recommended that the first year have the ability to be a stand-alone project should funding not be available in remaining years

E. Start Date/Project Duration

The estimated project period for awards resulting from this solicitation will begin in January 2014. Proposed project periods may be up to five (5) years.

F. Funding Type

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

G. Funding Restrictions

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

requirements of this rule.”

III. Eligibility Information

A. Eligible Applicants

In CFDA 66.716, eligible entities include: States, U.S. territories or possessions, federally recognized Indian tribal governments and Native American Organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, local governments, and individuals and international entities. For profit organizations are not eligible. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost Sharing/Matching

No matching funds are required under this competition. Although cost-sharing/matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate applications based on a leveraging criterion. Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the application (See Section IV of the announcement). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

Other leveraged funding/resources that are not identified as a voluntary cost share - this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be

included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal.

If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

C. Threshold Eligibility Information

These requirements, if not met by the time of application submission, will result in elimination of the application from consideration for funding. Only applications that meet **ALL** of these criteria will be evaluated against the ranking factors in Section V of the announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applicants must be eligible (see Section III.A) to receive funding under this announcement.
2. The proposal must address at a minimum all of the activities to be funded. The activities to be funded are listed under Section I.C.3.
3. Applications must be submitted through either Grants.gov or via express delivery. Grants.gov submissions must be submitted on or before September 30, 2013 by midnight Eastern Time. Hard copy applications via express delivery only (e.g., FedEx, UPS, etc.) must be received by the EPA Project Officer Emily Selia on or before September 30, 2013 by 5:00 PM Eastern Time. EPA will not accept applications submitted via fax, email, or 1st Class Mail delivery by U.S. Postal Service. Applications received after the closing date and time will NOT be considered for funding.
4. Applications received after the submission due date and time will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling and not the applicant. Applicants should confirm receipt of their application with Emily Selia as soon as possible after the submission deadline. Failure to do so may result in your application not being reviewed.
5. EPA will consider only the first application submitted by each individual investigator. Applications from different investigators within the same organization are acceptable.
6. Applications must comply with the submission instructions and requirements set forth in Section IV. Where page limitations are established, pages in excess of the page limitation will not be reviewed.

7. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.
8. Submissions must specifically state how the project will protect human health and the environment
9. Submission of proposed projects must contain specific outputs and outcomes and state how those will be measured and documented.
10. The maximum funding level requested for a project must not exceed 5 million.
11. The proposed project period of performance must not exceed five years.
12. Projects must be on a national scope, responding to inquiries from all U.S. States and Territories.

IV. Application and Submission Information

A. How to Obtain Application Package

The required forms are available through EPA's Office of Grants and Debarment website at http://www.epa.gov/ogd/grants/how_to_apply.htm.

B. How to Submit Applications

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

C. Hard Copy Submission

Applicants choosing to send their application hard copy must submit, via express delivery (FedEx, UPS, etc.), one original plus one copy of the complete package including all of the documents identified in Section IV.E by September 30, 2013. The package must be received by 5:00 pm ET on September 30, 2013 and an email alerting EPA to expect the application package should be sent to: selia.emily@epa.gov.

Hard Copy via Express Delivery Address (FedEx, UPS, DHL, etc.)

U.S. Environmental Protection Agency
ATTN: Emily Selia (Mail Code 7506P)
Office of Pesticide Programs 2777 Crystal Drive

D. Grants.gov Submission

Applicants choosing to send their application electronically must do so through <http://www.grants.gov> by September 30, 2013. Grants.gov submissions must be submitted on or before September 30, 2013 by midnight Eastern Time.

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

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 5 business days of the application deadline, please contact Emily Selia, at selia.emily@epa.gov. Failure to do so may result in your application not being reviewed.

E. Content of Application Submission

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

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

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

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

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

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

3. EPA Form 5700-54, Key Contacts

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

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

Complete the form available at http://www.epa.gov/ogd/forms/adobe/sf_424b_8_1_11.pdf. There are no attachments.

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

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

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

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

7. Project Narrative Proposal

NOTE: In developing a workplan, applicants should provide discussion on how activities and resources would be prioritized for the smaller budget allocation.

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

- EPA docket ID number: EPA-HQ-OPP-13- 003
- Project Title:
- Project Coordinator:
- Organization Name and Address:
- Telephone No.: Fax No.: Email Address:
- Project Duration (including Starting Date and Ending Date):
- First Year Funding Request:
- Second Year Funding Request, if applicable:
- Total Funding Request (for the entire project):
- Indicate if this application is for new activities connected with a previously EPA funded project. If yes, please provide the following:
 EPA Assistance Number: _____
 Budget Period of Project: _____

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

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

are addressed in the application.

- d. Project Narrative (25 pages or less).** The description shall contain the Parts I – V as identified below. The project narrative must be 25 pages or less typewritten on 8.5 x 11 inch paper, 1.5 spaced. No additional attachments or appendices (charts, graphs, etc) will be accepted, except as indicated as Appendices below. The project narrative must contain the following information in the sequential order shown:

Part I. Project title

Part II. Project Summary and Workplan

- i. Project Objectives: A numbered list of concisely written project objectives consistent with the purpose of this program and objectives to be funded under this announcement. These objectives should be concise, specific, realistic and measurable.
- ii. Justification: Briefly discuss the potential outcome of these objectives in terms of impact to pesticide regulatory programs, environmental and human health protection.
- iii. Project Design/Detailed Workplan
 - Describe in detail the project activities to be funded (See Section I.C.3 for activities to be included at a minimum.) 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.

Ex. Indicate explicitly how the data will be collected, compiled, maintained, coded, sorted, reported, and secured.

Ex. Indicate what theories of risk communication, low literacy communication methods, and outreach and education tools will be utilized to reach a diverse national audience
 - Describe how the approach or system that will be used to administer this pesticide safety project cost-effectively and how it will support the program goals. Include a well-conceived, organized work plan that is realistic and appropriate to achieving the identified objectives.
 - Clearly and specifically describe applicant resources available to support the project, including personnel and unbiased, accurate and up to date pesticide information
 - Describe how the project activities build upon or consider lessons learned from existing efforts and resources.

Part III. Outreach, Transferability, and Sustainability

- i. Describe the applicant's history of working with a broad range of local, state and national stakeholders.
- ii. Explain how the project design promotes meaningful involvement of partner organizations. Provide evidence of stakeholder participation and partnership in the project. Describe the potential collaborators, partnerships, coalitions and/or existing networks you offer to increase possibility of project success. State the roles these people or organizations will play in the project.
- iii. Outline 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.
- iv. 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.

Part IV. Performance Measures and Expected Outcomes and Outputs

- i. Explain in detail how the program will be evaluated, including process and outcome evaluation. Include a time-based evaluation plan.
- ii. Clearly describe in detail the expected project outputs (see Section I.D.2) and how progress towards achieving the expected outputs will be tracked and measured.
- iii. Clearly describe in detail the expected quantitative and qualitative outcomes of the project (see Section I.D.3), including what measurements (direct or surrogate) will be used to track your progress towards achieving the expected outcomes and how the results of the project will be evaluated.

Part V. Past Performance – Background, Programmatic Capability/Capacity and Environmental Results Past Performance

- i. Explain your current state of knowledge and experience related to the purposes and objectives stated in Section I. C

Demonstrate the following:

- Experience and expertise in working with a range of stakeholders, such as healthcare professionals, academia, private and public environmental organizations, state, local and federal environmental and public health regulatory agencies, farmworkers, and educators.

- Experience and academic expertise in a variety of pesticide-related subjects such as but not limited to: toxicology, risk communication, agriculture, pest management (including IPM), statistical analysis, public health, biology, chemistry and other related fields.
- Experience and expertise in data collection, coding and analysis, including data security, and knowledge of other pesticide data collection programs and protocols.
- Experience and expertise in communicating scientific and regulatory information to the general public, including but not limited to written, verbal and web-based communication efforts
- Experience in communicating to non-English speaking or English as Second Language communities.
- Experience in working with low-literacy communities and generating appropriate written, audio and web based communications materials.
- Staff Proficiency in English and at minimum, one staff member with proficiency in Spanish (Fluency preferred).
- Experience in developing effective risk communication, pesticide safety, and pest management materials, tools, and programs. Ability to pilot test new tools and programs.
- Ability to effectively develop, manage and utilize web-based communications tools and social media networks.
- Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal, state or private grants and cooperative agreements but not contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements). 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 agreement. Please also provide contact information for the primary liaison for each listed agreement, such as the project officer or similar person, who is familiar with your performance under the agreement. 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.

8. Budget Narrative

In addition to the SF-424A form, prepare a detailed budget for allocation \$5,000,000 with narrative, explaining/outlining the need for funding under each of the appropriate budget categories as listed below. Link each task or activity from the project work plan to the associated resources needed to accomplish the activity.

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

Travel: Include the travel location(s), estimated number of trips, estimated total mileage, applicable reimbursement rate, and number of nights lodging required throughout the entire project period.

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

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

Contractual/Consultant Services: List services and associated costs that are to be carried out by an individual or organization other than the applicant in the form of a procurement relationship. Include a brief description of the scope of work or services to be provided.

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

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

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

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

costs. See instructions for Appendix C below.

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

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

10. Appendix A: Timetable

Provide a timetable that details each major project activity.

11. Appendix B: Resumes

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

12. Appendix C: Indirect Cost Rate Agreement

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

13. Letters of Support.

When the work plan describes partnerships, funding, or in-kind services, a letter of support must be included in the proposal. Letters of support clearly state the intent of the partner and their contribution, cash or in-kind services to the project. You must submit the letters as part of your grant proposal package and these letters will not count toward the page limit requirement of the narrative. Letters of recommendation will not be accepted.

F. Coalitions

Groups of two or more eligible applicants may choose to form a coalition and submit a single application for this assistance agreement. However, one entity must be responsible for the grant. Coalitions must identify which eligible organization will be the recipient of the assistance agreement, and which eligible organization(s) will be sub-awardees of the recipient. Sub-awards or sub-grants must be consistent with the definition of that term in 40 CFR Parts 30.2(ff) and 31.3, as applicable. The recipient must administer the assistance agreement, is accountable to the EPA for proper expenditure of the funds and reporting, and will be the point of contact for the coalition. As provided in 40 CFR Parts 30.2(gg) and 31.3, sub-recipients or sub-grantees are accountable to the recipient or grantee for proper use of EPA funding.

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

G. Intergovernmental Review

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

H. Allowable Costs

EPA grant funds may only be used for purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. Assistance agreements funds may not be used to match funds for other federal grants, lobbying or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal government or any other governmental entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circulars A-87 (Cost Principles for State, Local and Indian Tribal Governments), relocated to 2 CFR Part 225; A-122 (Cost Principles for Non-Profit Organizations), relocated to 2 CFR Part 230; and A-21 (Cost Principles for educational institutions), relocated to 2 CFR Part 220, as appropriate.

I. Additional Provisions For Applicants Incorporated Into The Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, pre-proposal/application assistance, management fees, contracts and subawards under grants, and duplicate funding, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm.

These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. Application Review Information

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

A. Application Review

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

B. Selection Criteria

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

Criterion	Points
<p>1. <u>Project Design.</u></p> <p>Under this criterion, applicants will be evaluated based on the extent to which:</p> <ul style="list-style-type: none"> a. the project goals, objectives and activities described are clearly stated, measurable achievable, and consistent with the purpose, objectives and activities outlined in Section I.C b. the workplan describes and demonstrates the requirements under Section IV.E.7.d.Part II c. the described workplan will effectively reach a national audience to communicate the potential risk of pesticides d. the workplan builds upon or consider lessons learned from existing efforts 	30
<p>2. <u>Outreach, Transferability, and Sustainability.</u></p> <p>Under this criterion, applicants will be evaluated based on the extent to which the project accomplishes the requirements listed under Section IV.E.7.d.Part III</p>	10
<p>3. <u>Project Performance Measures & Expected Outputs and Outcomes.</u></p> <p>Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving expected project outputs and outcomes as described in Section IV.E.7.d.Part IV and any others identified by the applicant.</p>	15

Criterion	Points
<p><u>4. Past Performance - Programmatic Capability, Capacity and Reporting on Environmental Results:</u></p> <p>Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's:</p> <ul style="list-style-type: none"> a) Evidence of past performance/history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.E.7.d.Part V of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not b) approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner c) Staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, as described in Section IV.E.7.d. Part V <p><u>NOTE:</u> Note: In evaluating applicants under items i and ii of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	<p style="text-align: center;">25</p>
<p><u>5. Budget/Resources:</u></p> <p>Under this criterion, the Agency will evaluate the following factors as discussed under Section IV.E.8:</p> <ul style="list-style-type: none"> a) total budget adequately supports, is appropriate, necessary and reasonable for the project being proposed, and supports timely achievement of the proposed goals, objectives, and measurable environmental outcomes b) whether the budget narrative provides details of the budget designated for each major activity and justifies the proposed costs. c) applicant demonstrates the ability and willingness to pursue cost-effective measures such as the voluntary leverage of funding d) appropriateness of budget allocations between the applicant and any collaborating institution(s) and e) appropriateness of the budget relative to time committed to the project by key project personnel 	<p style="text-align: center;">20</p>

C. Selection Process

EPA reserves the right to fund the top ranked proposal contingent on the quality of the proposal and funding availability. Each application will be reviewed and scored against each criterion listed above. After all applications are reviewed and scores are summed, each reviewer will number the applications in priority order of the highest ranking (100 points maximum) to the lowest. The review panel will recommend to the Selection Official which applications should be funded. The Selection Official will review the recommended project(s) considering factors including funding and programmatic priorities before reaching a final decision.

VI. Award Administration Information

A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

1. EPA anticipates notification to the successful applicant will be made via telephone, email or postal mail by October 28, 2013. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award.

This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The Selection Official may also consider programmatic priorities and the similarity of the project to other projects already being funded by the EPA. The award notice signed by the EPA grants officer is the authorizing document and will be provided through electronic or postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

2. EPA anticipates notification to unsuccessful applicant(s) will be made via email or postal mail by October 28, 2013. The notification will be sent to the original signer of the Standard Form (SF) 424.

B. Quality Assurance Requirements

In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Assurance Project Plan (QAPP). This includes efficacy and performance data, surveys and similar results. The award recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality

assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP must be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPP's can found at http://www.epa.gov/quality1/qa_docs.html.

C. Administrative and National Policy Requirements

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

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

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

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

EPA awards funds to one eligible applicant as the "recipient" even if other eligible applicants are named as "partners" or "co-applicants" or members of a "coalition" or "consortium". The recipient is accountable to EPA for the proper expenditure of funds.

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

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

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

D. Reporting Requirements

The successful applicant(s) will be required to submit project activity reports throughout the duration of the project, as frequently as quarterly, as directed by the EPA Project Officer. Project activity reports must address the status of all objectives and activities outlined in the project (including measures), a statement of impacts, 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. Related published reports and research publications on the project with analytical data should be attached when applicable. All reports should be submitted either electronically.

E. Additional Provisions For Applicants Incorporated Into The Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to human subjects, data access and information release, DUNS, SAM, copyrights, disputes, and administrative capability, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

F. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26,

2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

VII. Agency Contacts

If you have questions or need additional information regarding this announcement, please contact Emily Selia, EPA Office of Pesticide Programs, 1200 Pennsylvania Avenue, NW (MC-7506P), Washington, DC 20460. Telephone: (703) 605-1212; e-mail: Selia.emily@epa.gov.

All questions or comments must be communicated in writing via postal mail, fax or email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement and available at <http://www.epa.gov/pesticides/>.

List of Subjects:

Environmental Protection, Agriculture, Pesticides, Cooperative Agreements

ATTACHMENT A

Grants.gov Application Instructions

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

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then “Apply for Grants” from the drop down menu and then follow the instructions accordingly. Please note: To apply through grants.gov you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>

You may also be able to access the application package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OPP-13-003, or the CFDA number that applies to the announcement (CFDA 66.716), in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than September 30, 2013.

Please submit *all* of the application materials described below using the grants.gov application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the “Show Instructions” tab that is accessible within the application package itself.

Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)

3. Assurances for Non-Construction Programs (SF-424B)
4. Grants.gov Lobbying Form
5. EPA Key Contacts Form 5700-54
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Narrative Proposal (Project Narrative Attachment Form)-prepared as described in Section IV of the announcement
8. Budget Narrative
9. Appendix A: Timetable
10. Appendix B: Resumes
11. Appendix C: Indirect Cost Rate Agreement

Optional Documents:

12. Disclosure of Lobbying Activities (SF-LLL), if applicable

If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Emily Selia.

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

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 5 business days of the application deadline, please contact Emily Selia, at selia.emily@epa.gov. Failure to do so may result in your application not being reviewed.

ATTACHMENT B

The following information is available online to the public and is provided in this funding announcement as background.

NPIC Incident Data Certainty Index, Expanded Definitions

Definite

- 1) Measured (biomarker) concentration(s), with a highly plausible exposure pathway and specific health effects that are consistent with exposure to the active ingredient(s). Narrative should document:
 - a) Reported health effects, specifying those symptoms that are considered consistent with exposure to the active ingredient(s), **AND**
 - i. There should be at least one specific symptom that is consistent with exposure to the identified active ingredient(s).
 - ii. **NOTE:** A single, non-specific symptom (i.e. headache, nausea) is generally insufficient to classify with a certainty index of 'Definite.'
 - b) A plausible time course between exposure, onset, *and* duration of symptoms, **AND**
 - c) The exposure history, including a clear description of the pathway and circumstances surrounding the exposure,
AND
 - d) The **biomarker concentration that was measured.**

Probable

- 1) A clearly documented and highly plausible exposure pathway, with specific health effects that are consistent with exposure to the active ingredient(s). Narrative should document:
 - a) Reported health effects, specifying those symptoms that are considered consistent with overexposure to the active ingredient(s), **AND**
 - i. There should be at least one specific symptom that is consistent with overexposure to the identified active ingredient(s).
 - ii. **NOTE:** A single, non-specific symptom (i.e. headache, nausea) is generally insufficient to classify with a certainty index of 'Probable.'
 - b) A plausible time course between exposure, onset, *and* duration of symptoms,
AND
 - c) The exposure history, including a clear description of the pathway and circumstances surrounding the exposure.

Possible

- 1) There is a report of exposure and symptoms, but there is uncertainty with respect to the likelihood of exposure, the circumstances surrounding the exposure, or the consistency of the reported symptoms based upon the reported active ingredient(s). Narrative should document (as clearly as possible):
 - a) Reported symptom(s) that is/are consistent with the reported active ingredient,

AND

- i) **NOTE:** If the primary complaint or the majority of symptoms that are reported are *inconsistent* with the known toxicology of the active ingredient, the case should be classified as 'Unlikely.'
- b) The time course between exposure, onset, and duration of symptom(s), **AND**
 - i) **NOTE:** If the time course of onset and duration of symptoms is inconsistent with the toxicology of the active ingredient, the case should be classified as 'Unlikely.'
- c) The reported exposure pathway or specialist's interpretation of the exposure pathway based on the history.

Unlikely

- 1) 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 the toxicology of the active ingredient(s), **AND/OR**
 - b) The available history does not include a plausible exposure pathway, **AND/OR**
 - c) The time course between exposure and onset or duration of symptoms is not consistent with the toxicology of the active ingredient(s).

Unclassifiable

- 1) There is a report of exposure, but the AI is unknown, the entity is asymptomatic or the presence/absence of symptoms are unknown.
 - a) Unclassifiable – AI unknown
Applied automatically when inquiry type = Incident-AI(s) unknown
 - b) Unclassifiable – Asymptomatic
Applied automatically when symptoms = Asymptomatic
 - c) Unclassifiable – Symptoms Unknown
Only when presence/absence of symptoms is unknown

Unrelated

- 1) Not Pesticide Related - Not coded by specialists.

NPIC Incident Data Severity Index Definitions

No Effect

The person or animal did not develop any signs or symptoms as a result of the exposure.

Minor Effect

The person or animal developed some signs or symptoms, but they were minimally bothersome and generally resolved rapidly with no residual disability or disfigurement. A minor effect is often limited to the skin or mucous membranes, and often resolves in 24 hours. (e.g., self-limited gastrointestinal symptoms, drowsiness, skin or eye irritation, headache, dizziness, and transient cough).

Moderate Effect

The person or animal exhibited signs or symptoms that were more pronounced, more prolonged (>24 hours), or more systemic in nature than minor symptoms. Usually some form of treatment is indicated. Symptoms were not life-threatening, and the patient had no residual disability or disfigurement (e.g., corneal abrasion, high fever, disorientation, and isolated brief seizures.)

Major Effect

The person or animal exhibited signs or symptoms that were life-threatening or resulted in significant residual disability or disfigurement (e.g., repeated seizures, respiratory compromise requiring intubation, cardiac or respiratory arrest, and coma.)

Death

The person or animal died.