



US Environmental Protection Agency Office of Pesticide Programs

**Funding Opportunity Announcement
National Pesticide Information Center (NPIC)**

November 11, 2009

Funding Opportunity Announcement

National Pesticide Information Center (NPIC)

Overview Information

The following list provides key information concerning this funding opportunity.

- A. Federal Agency and Office Name:**
Environmental Protection Agency (EPA), Office of Prevention, Pesticide and
Toxics Substances (OPPTS), Office of Pesticide Programs (OPP)

- B. Funding Opportunity Title:**
National Pesticide Information Center (NPIC)

- C. Announcement Type: Request for Proposals (RFP) - Initial Announcement**

- D. Funding Opportunity Number: EPA-OPP-09-006**

- 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:** Hard copy proposals submitted via express delivery (e.g., FedEx, UPS,
etc.) must be received by Frank Davido on or before 5:00 PM Eastern Daylight
Time on **December 11, 2009**. Proposals submitted by e-mail must be received
by 5:00 PM Eastern Daylight Time on **December 11, 2009**), at
davido.frank@epa.gov. All proposals received after the listed due date and time
will NOT be considered for funding. If you do not receive an e-mail confirmation
of your proposal from EPA within 10 business days of submission, or if you have
questions regarding submission of your proposal by e-mail, please call Frank
Davido (703) 305-7576. See Section IV for further information.

Brief Description

EPA's Office of Pesticide Programs (OPP) is soliciting proposals for assistance to support a project that promotes and enhances a toll-free telephone service and internet web site that provide science-based information about a wide variety of pesticide-related subjects to anyone within the United States, Puerto Rico, or the Virgin Islands. Medical emergency cases involving humans and domestic animals are provided diagnostic and crisis management assistance. Persons suspected of being adversely affected by pesticide exposures are offered a rapid response in the form of skilled technical assistance. Also, pesticide incidents involving effects on humans, animals or ecology should be reported directly to NPIC. NPIC is also responsible for providing data and analysis of any and all pesticide related information collected to EPA. The estimated amount of funding for the

Cooperative Agreement for the three year period is \$5,500,000. Approximately, \$1,650,000 is expected to be available in FY 2010. At the conclusion of the first year period of performance, incremental funding of approximately \$1,732,000 may be made available, depending on the Agency's budget, allowing the project to continue for a total of three years.

I. Funding Opportunity Description

A. Authority

EPA expects to award assistance agreements under the authority provided in Section 20 of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA, 7 U.S.C. 136r) which authorizes the Agency to issue assistance agreements for research, public education, training, monitoring, demonstration and studies. Regulations governing these assistance agreements are found at 40 CFR part 31 for States. In addition, the provisions in 40 CFR part 32 governing government-wide debarment and suspension; and the provisions in 40 CFR part 34 regarding restrictions on lobbying apply. All costs incurred under this program must be allowable under the applicable OMB Cost Circulars: A-87 (states); A-122 (non-profits); and A-21 (educational institutions) as appropriate. Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars> and 2 CFR 225, 2 CFR 230, and 2 CFR 220 respectively. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (e.g., lobbying members of Congress or lobbying for other Federal grants, assistance agreements or contracts). See 40 CFR part 34.

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. FIFRA also calls for a National Monitoring Plan; a national plan for monitoring pesticides in cooperation with other Federal, state or local agencies. In preceding years, NPIC has received many thousands of inquiries from Federal and state government agencies, health care providers, as well as from the general public.

B. Program Description

1. Purpose and Scope.

It is important for the Agency and the public to have access to accurate, timely, unbiased pesticide information about pesticides. On-line pesticide specialists should be very capable of providing information in a user-friendly way and be adept at communicating scientific information to a lay person which in turn promotes informed decision-making on the part of the caller. Health care providers in the United States are not always properly prepared to identify, diagnose, treat, or provide advice to individuals suspected of pesticide exposure.

In addition, the general public often finds it difficult to locate a physician that fully understands pesticide exposure scenarios and who is capable of discussing the many issues that may be involved and relating this in a manner understandable to the lay person.

The purpose of this project is two fold: provide a “one-stop shop” to individuals seeking factual and impartial information on a diverse range of pesticide topics. Whether the inquiries originate from representatives of the public, government agencies, private interest groups, medical community, chemical manufacturers, etc., responses and assistance will be provided in real time. Secondly, the project must be able to share data collected and analyses with EPA by providing post registration use information, improving risk assessments, and defining the public’s awareness and concerns about pesticides. The ultimate goal of the project is to promote a better understanding into the world of pesticides which will foster a reduction in pesticide exposures and poisonings and also add to an overall healthier environment.

The cooperative agreement awarded under this program is intended to successfully address many of these pesticide issues, those that are current and those that might be emerging. NPIC will be provided information through a variety of delivery methods, currently the telephone being the quickest and most accessible source but possibly replaced in time by newer technology. Information will be made available to EPA on a wide variety of pesticide-related subjects. These subjects include: pesticide products, toxicology, environmental chemistry, safety practices, health and environmental effects, clean-up and disposal, and integrated pesticide management (IPM). Delivery of information can be provided by a toll-free telephone system, internet web site, fax, mail, and e-mail. NPIC also provides health care providers, physicians, and regulatory officials information on the recognition, management, and prevention of health effects from pesticide exposures. This program will also provide a rapid response in the form of skilled technical assistance to persons suspected of being adversely affected by pesticide exposures. The project will have the capabilities to conduct field investigations, medical toxicological consultations, and laboratory analyses of both biological and environmental samples. Pesticide incidents can be reported directly to NPIC. In emergency situations where additional expertise is needed, human and animal poisoning cases are referred via a telephone switching system to either a human or animal poison control center. Both organizations being under retainer to NPIC, provide extensive experience in handling pesticide poisonings.

In addition, the NPIC will need to provide information directly and expediently to OPP’s Pesticide Incident Response Officer involving situations where an immediate response to a pesticide incident is required or where unanticipated pesticide issues develop and may require further evaluation and action by OPP.

The recipient must employ the latest IT technology available, be extremely knowledgeable in the world of pesticides, promote an aggressive marketing and outreach program with emphasis on reaching the under-served populations, stimulate and acquire the reporting of pesticide incidents, and sustain excellent customer service. NPIC must strive to integrate the values of professionalism, teamwork, integrity, accountability, and a strong commitment to the public, as well as to the professional and medical communities, in order to help fulfill their mission and provide exceptional customer service. Part of this is best accomplished by funding in the form of a cooperative agreement. This allows the university/college the flexibility to quickly react to new needs for pesticide-related information as initiated by pesticide incidents; new regulations; public interests; IT/IM advances in technology; and specific needs by NPIC. Further, this flexibility encourages involvement of and makes available to NPIC and thus to its customers, the full capabilities of the university community with respect to access to pesticide specialists from a wide range of disciplines. In addition, the specialists have opportunities to advance their education through on the job-training; advanced classroom work; exposure at national meetings and symposiums; and numerous interactions with many governmental individuals. A cooperative agreement at a university/college setting allows creative thinking and scholarship.

2. Goal and Objectives.

The objectives of the NPIC are to develop or continue to:

- Operate a toll-free telephone service providing a variety of accurate, impartial pesticide information to callers in the United States, Puerto Rico, and the Virgin Islands, in real time. This project must be able to adequately operate in English and also in Spanish and other popular foreign languages for populations located in the United States, Puerto Rico, and Virgin Islands. The project will operate Monday through Sunday, 10 hours daily and cover off-hour calls via a recording device.
- Provide access to the public and EPA to a variety of pesticide-related information through a web site and e-mail. Make available information pertaining to both clinical and basic toxicology of pesticides available to all inquiries. And provide written information on pesticide toxicology, when available and requested, to respond to inquiries.
- Serve as a source of factual, unbiased information on pesticide chemistry, toxicology, environmental fate, and pesticide regulations to all inquiries, including industry, government, medical, agricultural sector, news media, chemical industry, as well as the general public. The EPA/NPIC Oversight and Monitoring Committee helps to assure these sources used by NPIC remain accurate, current, and impartial.
- Provide the medical community including health care providers with diagnostic and crisis management assistance involving pesticide exposures/incidents in situations pertaining to both human and animal

- Acquire accurate and complete information on all inquiries considered to be pesticide incidents. And define inquiries and incidents relating to human and animal pesticide exposures.
- Apply credited indexes of certainty and severity to all cases considered to be pesticide incidents.
- Computerize all inquiry information as well as pesticide incident reports for easy retrieval. Analyze all collected information for statistical or scientific use which might reveal possible trends, misuse of products, label issues, and unexpected dangers to the health of humans, animals, and the environment.
- Support current IT tools such as web portals for the direct reporting of pesticide incidents.
- Develop and maintain electronic access to all needed human and animal databases such as, Toxline, Poisindex,, etc.in order to stay abreast of the most current scientific information.

3. Activities to be Funded.

- Prepare reports for EPA as required by the cooperative agreement.
- Respond to telephone inquiries pertaining to a wide variety of pesticide questions as well as web and email inquiries.
- Provide access to a laboratory capable of analyzing environmental and biological samples.
- Provide sources for emergency diagnostic and crisis management involving pesticide exposure situations for human and animal patients.
- Computerize all data from incoming inquiries in a manner that access and reports can be easily generated.
- Seeks to ensure that all populations regardless of spoken language and economic level have adequate access to pesticide information and services.
- Share with EPA all call data collected via a mutually accepted electronic data format.
- Provide resources and capabilities to respond to unforeseen events involving a wide range of pesticide issues.

C. History

As stated previously, 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. Since the inception of EPA, the Agency has attempted innumerous 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 extended to include the general public and expanded to provide information on a variety of other pesticide topics. NPIC's annual telephone call load generally ranges from 22,000 to 25,000. And since its web site conception, NPIC surpassed 2,500,000 hits per year. Over all, inquiries have been received from all states and numerous foreign nations. Inquiries are received from the general public as well as many organizations, e.g., Federal agencies, public health departments, health care providers, academia, etc. NPIC is an invaluable resource for many organizations that need to refer inquiries of a complex medical nature to an expert in the field. NPIC is well 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 "one of a kind" reliable source for medical consultation for individuals exposed to pesticides.

In order to validate NPIC data as impartial, accurate, science-based, and current, NPIC will need to obtain information that is from peer-reviewed literature, and university extension and government sources. NPIC needs to keep current by continually updating pesticide active ingredient files, conducting literature searches, and spider all relevant databases and informational resources. Also, NPIC will need to monitor professional listservs, federal register notices and updates received from relevant journals. Any NPIC's English and Spanish websites needs to conform to W3C's web Content Accessibility Guidelines 1.0", level double-A standards to accommodate individuals with various disabilities and browsers. NPIC provides links to relevant EPA/OPP websites as well as other parts of EPA and other government links. The site is original and not duplicative.

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 is expected to support EPA Strategic Plan Goal 4, Healthy Communities & Ecosystems: Objective 4.1, Chemical, Organism and Pesticide Risk; Program/Project J1-Protect Human Health from Pesticide Risk; J2- Protect the Environment from Pesticide Risk; and J3 – Realize the Value of Pesticide Availability. Specially, the NPIC serves as a source of factual, unbiased information on a wide range of pesticide topics, e.g., pesticide chemistry, toxicology, environmental fate issues to all callers. To see EPA's 2006-2011 Strategic Plan visit: <http://www.epa.gov/ocfo/plan/plan.htm>.

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

Through this cooperative agreement, the EPA expects to inform and better educate the general public in a host of areas pertaining to pesticides. Examples of these are: safe-use practices; possible alternatives; understanding the technical/chemical information on the product labels; pesticide regulations; signs of pesticide poisoning; where to obtain emergency treatment for humans and animals, etc. EPA also expects to provide pesticide information of equal value to other Federal agencies, state and local agencies, health care providers, and the medical and veterinary communities.

3. 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 provide reports and analyses of information garnered from telephone inquiries as well as the response to other services offered by this project.

II. Award Information

A. Amount of Funding Available

The estimated amount of funding for the Cooperative Agreement for the three year period is \$5,500,000. Approximately, \$1,650,000 is expected to be available in FY 2010. At the conclusion of the first year period of performance, incremental funding of approximately \$1,732,000 may be made available, depending on the Agency’s budget, allowing the project to continue for a total of three years.

B. 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 preaward costs 90 calendar days prior to award. (i) Preaward 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 preaward 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 preaward 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.”

C. Funding Type

EPA will award funding in the form of an assistance agreement according to FIFRA Section 20. The award will be in the form of cooperative agreement with substantial involvement between the EPA Project Officer and the selected applicant in the performance of the work supported. While EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement would be:

1. Close monitoring of the successful applicant's performance to Verify the results proposed by the applicant;
2. Collaboration during performance of the scope of work; and
3. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of the reports rests with the recipient).

D. Total Number of Awards

EPA will make one award. Funding will be in the form of a cooperative agreement according to FIFRA Section 20. Selection will be based on the criteria established in Section V of this announcement. The recipient should expect substantial involvement of the Federal Project Officer in activities such as: review of project, measurements and quality assurance plans; coordination with EPA personnel; project evaluation and other similar activities.

E. Start Date/Project Duration

The estimated project period resulting from this solicitation will begin in April, 2010. The proposed project will be three years.

F. Disclaimer

EPA reserves the right to reject all proposals and make no award under this announcement.

III. Eligibility Information

A. Eligible Applicants.

EPA is soliciting applications from the following eligible entities under this announcement: States, U.S. territories or possessions, federally recognized Indian tribal governments and Native American Organizations, public and private universities and colleges, hospitals, laboratories, and other public or private non-profit institutions and individuals.

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.

Under this announcement: universities and colleges who have experience and expertise in pesticide toxicology; epidemiology, occupational health, medical community, health care providers, poison control centers, industrial hygiene, animal toxicology, health education, water quality, food safety, environmental chemistry; environmental fate; human and animal medical diagnostic and crisis management assistance; risk management; risk assessment; extension service; pesticide poisonings; analysis and trend predications of pesticide incident data, emergency medicine; quantitative analyses of environmental and biological samples; conventional pesticides including antimicrobials and products of biotechnology; IPM; IT/IM; web development & web portals; telecommunication networks; outreach and marketing; data analyses; and the Federal statutes involved within the Office of Pesticide Programs, e.g., FIFRA, FFDC, FQPA, and PRIA.

The university/college shall consist of a principal investigator and appropriate staff. The university/college must have a physician with extensive knowledge in medical/clinical toxicology and pesticides. This individual must be able to demonstrate the ability to handle pesticide cases of clinical importance or unexpected outcome and also be able to interpret human health information in the context of the regulatory risk assessment process. This physician must be well-versed in the major federal/state statutes governing the use of pesticides in the United States. Also, it is strongly preferred this physician be physically located on the same campus as NPIC and possess a working knowledge of the overall mission and objectives of the NPIC.

B. Cost Share/Matching.

There is a cost share of five percent for this project.

C. Threshold Eligibility Requirements.

These requirements, if not met by the time of proposal submission, will result in elimination of the proposal from consideration for funding. Only proposals 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 days calendar days of ineligibility determination.

1. Applicants must be eligible (See Section III .A) to receive funding under this announcement.
2. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. In addition, where a page

limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.

3. Hard copy proposals submitted via express delivery (e.g., FedEx, UPS, etc.) must be received 5:00 PM Eastern Daylight Time on **December 11, 2009**, to contact listed in Section VII.
4. Hard copy proposals will only be accepted via an express mail delivery serviced. EPA will not accept proposals submitted via fax or 1st class mail delivery by U.S. Postal Service.
5. Proposals submitted by e-mail must be received by 5:00 PM Eastern Daylight Time on **December 11, 2009**. Please note that if you choose to submit your materials via e-mail, you accept all risks attendant to e-mail submission including server delays.
6. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling and not the applicant. Applicants should confirm receipt of their proposal with Frank Davido as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed.
7. EPA will consider only the first proposal submitted by each individual investigator. Proposals from different investigators within the same organization are acceptable.
8. Congress has prohibited the use of federal funds to award grants to the Association of Community Organizations for Reform Now (ACORN) or any of its affiliates, subsidiaries, or allied organizations and therefore in order to be eligible for funding consideration under this competition all applicants must affirmatively indicate in their proposal that they are not subject to this prohibition. In addition, since this funding prohibition applies to subawards/subgrants and contracts awarded by grantees, applicants must consider it when preparing proposals.

IV. Proposal and Submission Instructions

A. General:

Applicants must submit a complete, detailed proposal to include all of the documents described in Section C below. Additional guidance on completing the documents is available through EPA's Office of

Grants and Debarment

<http://www.epa.gov/ogd/ApptKit/application.htm>..

All proposals must be complete and eligible for award consideration at the time of submission.

B. Mode of Proposal Submission:

Applicants have the option to submit their proposals in one of two ways: 1) Hard copy via express delivery (FedEx, UPS, etc.), or 2) electronically via email. Proposals will not be accepted via fax or standard 1st Class Mail delivery by U.S. Postal Service. All proposals must be prepared, and include the information, as described in Section IV.C. below, regardless of mode of transmission.

1. Instructions for Hard Copy Submissions

Applicants must submit two complete packages including all of the documents identified in Section IV. C. of this announcement. In addition, a CD containing separate Adobe PDF files corresponding to each of the documents identified in Section IV. C. of this announcement must be submitted.

Hard Copy Proposal Submission Deadline

Proposals must be received by 5:00 PM Eastern Daylight Time on **December 11, 2009**, to EPA contact listed in Section VII. All proposals received after this due date and time will NOT be considered.

2. Instructions for Electronic Submissions

E-mail submissions to davido.frank@epa.gov must be received by 5:00 PM Eastern Daylight Time on **December 11, 2009**. All required documents listed in Section IV.C. of this announcement must be attached to the submission e-mail as separate Adobe PDF files.

Please note that if you choose to submit your materials via e-mail, you are accepting all risks attendant to e-mail submission including server delays and transmission difficulties. E-mail submissions exceeding 15MB will experience transmission delays which will affect when they are received by the Agency. For these size submissions, applicants should submit their application materials via hardcopy or else they may be received late and not considered for funding.

C. Content of Proposal Submission

Applicants must submit a complete, detailed proposal package which includes all of the documents described below, 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/>).

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF424A)
3. EPA Key Contacts Form 5700-54
4. Assurances for NonConstruction Programs (SF-424B)
5. EPA Form 6600-06, Lobbying Form – Certification Regarding Lobbying
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Project Narrative – prepared as described below
8. Budget Narrative
9. Disclosure of Lobbying Activities (SF-LLL) if applicable
10. Appendix A - Timetable
11. Appendix B – Resumes

The proposal package must include all of the following materials:

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

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the form. Form SF424 can be obtained online at:

<http://www.epa.gov/ogd/AppKit/application.htm> or from the Agency Contacts listed in Section VII.

1. **Standard Form (SF) 424A** – Budget Information for Non-Construction Programs. Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package.

2. Project Narrative

The project narrative must be submitted as a single Adobe PDF file. The project narrative must be 12 pages or less typewritten on 8.5 x 11 inch paper. Proposal narratives must contain the following information in the sequential order shown:

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

- EPA docket ID number: EPA-HQ-OPP-09-006
- 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 proposal 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:** A one page table listing the different parts of the proposal and the page number on which each part begins.

c. **Executive Summary (page 2).** Stand-alone, one page document that concisely explains the National Pesticide Information Center (NPIC) addresses objectives, outputs, and the outcomes of the proposed project. It must also include an assurance that the eligibility factors, as listed in Section 111-Eligibility Information, are addressed in the proposal.

d. **Proposal Narrative (10 pages recommended).** The narrative shall contain the Parts I - VIII as identified below.

Part I. Project Title

Part II. Project Summary and Approach

- i. Purpose Statement: One sentence description of what will be accomplished as a result of the project.
- ii. Goal and Objectives: Describe how the project addresses one or more of the Objectives indentified in Section B. Program Description 2. Goal and Objectives and what will be different as a result of this project.
- iii. Project Design: Describe the project activities and how they will improve human health, the environment and/or the general population. Describe how the project activities build upon or consider lessons learned from existing efforts. Describe the target audiences and general geographic areas intended for this project, and how you might encourage participation by any specific

group. Explain the project benefits to the public and/or any other group.

Part III. Outreach and Transferability

Describe how the project will be promoted to ensure project information and outcomes are clearly and precisely presented and reach the intended audiences.

Part IV. Sustainability

Describe how the project efforts may continue after EPA funding should end. Describe to the greatest extent possible how information and outcomes from the project may be useful to audiences.

Part V. Environmental Results

Outcome:

Describe how you will measure your performance in the area of customer satisfaction from the various sectors making inquiries and your efforts put forth in outreach and marketing programs to acquire pesticide incident reports and also on reaching the under-served populations.

Output:

Describe how you will measure progress on the anticipated output of this grant which is to carryout the nine objectives listed under B. Program Description, 2. Goal and Objectives

Part VI. Past Performance

1. Programmatic Capability

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the past three years (no more than five agreements, and preferably EPA agreements) and describe whether, and how, you were able to successfully complete and manage those agreements including submitting acceptable final technical reports under the agreements.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the

proposed project.

2. Reporting on Environmental Results--Outcomes and Outputs

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the past three years (no more than five agreements, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not.

Part VII. Organizational Experience and Resources

Part VIII. Detailed Budget Narrative

Explain how EPA funds will be used. This section provides an opportunity for narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.

*Selected applicants will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency.

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

3. Appendix A: Timetable

Provide a timetable that details each project object.

4. Appendix B: Resumes
Provide brief resumes (not to exceed two pages) of the major project participants.

D. Partnerships, Contractors and Subawards: Contracts and Subawards

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

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

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

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

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

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

a. An applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.

b. An applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an Applicant must demonstrate that it selected the contractor(s) competitively or that a proper noncompetitive sole source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete. and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

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

E. Submission Dates and Times

The closing date and time for receipt of proposal submissions, regardless of mode of submission, **December 11, 2009, 5:00 p.m., Eastern Daylight Time (EDT)**. All hard copies of proposal packages must be received by (EPA contact) **December 11, 2009), 5:00 p.m. EDT**. Electronic submissions must be addressed to davido.frank@epa.gov.and include, "Announcement title or #" – [name of applicant] in the subject line and must be received **by December 11, 2009, 5:00 p.m. EST**. Proposals received after the closing date and time will not be considered for funding.

Following EPA's evaluation of proposals, all applicants will be notified regarding their status. Final applications and forms will be requested, as necessary, from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package.

F. General Submission Information

1. 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 cooperative agreement, and which eligible organization(s) will be sub-awardees of the recipient. Sub-awards or subgrants must be consistent with the definition of that term in 40 CFR Parts 30.2(f) and 31.3. The recipient must administer the cooperative 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(g) and 31.3, subrecipients or subgrantees 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 subawards. 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 proposal. Moreover, the fact a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligation to comply with competitive procurement requirements or consultant compensation limitations.

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

3. 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 COSIs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A87; A122; and A21 as appropriate.

4. Confidential Business Information. By submitting an application in response to this solicitation, the applicant grants the EPA permission to make limited disclosures of the application to technical reviewers both within and outside the Agency for the express purpose of assisting the Agency with evaluating the application. Information from a pending or unsuccessful application will be kept confidential to the fullest extent allowed under law; information from a successful application may be publicly disclosed to the extent permitted by law.

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions thereof that they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. However, competitive proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

5. Pre-Proposal/Application Assistance and Communications. In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700 .5A I). EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications! proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criterion, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

V. Proposal Review Information

Only eligible entities whose proposal(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address this criterion as part of their proposal package submittal. Each proposal will be rated under a points system, with a total of 115 points possible.

A. Evaluation Criteria

1. Project Description and Objectives (15 points) - Under this criterion, applicants will be evaluated based on their ability to successfully meet the following measures: (i) Does

the proposal contain clear and concise goals and tasks? (10 points) and (ii) Does the proposal contain realistic tasks budget timelines and scope? (5 points).

2. Programmatic Capability (30 points) - Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors : (i) its past performance in successfully completing and managing funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years (5 points); (ii) its history of meeting reporting requirements under funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements (5 points); (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project (5 points), and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them , to successfully achieve the goals of the proposed project (15 points). Note : In evaluating applicants 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 with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this criterion.

3. Environmental Results Past Performance Criterion (10 points) – Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, EPA 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 with no relevant or available past performance responding history will receive a neutral score for this factor.

4. Benefits, Sustainability, Transferable Results (30 points) - Under this criterion, the applicants will be evaluated based on information provided that shows whether and how the project will continue to provide benefits to the NPIC after the period of performance has expired and this funding is no longer available. The following will be evaluated: does the proposal provide information to show the benefits of the project to be sustained overtime (4 points); Can the: project results be incorporated into existing and/or future pesticide-related projects (4 points); does the proposal clearly address the deliverables, experiences, products. or outcomes resulting from the project transferable to other universities and colleges? Might this project readily be implemented by another university/college (4 points); does the

project address ecological, human health benefit" or quality of life issues (4 points); Does the project have limited or broad application to address risks related to pesticides (4 points); Does the applicant recognize a need for coordination between agencies and outside communities, and/or federal, state or local agencies (4 points); and does the project explain how it will build public, professional, and governmental infrastructure and capacity (6 points),

5. Performance Measures Outcomes and Outputs (15 points) - Under this criterion , applicants will be evaluated based on how well the proposed project is supported by a clearly articulated set of performance and progress measures. Reviewers will evaluate the project proposal in relation to its likelihood to achieve predicted results, including the likelihood of attaining expected outcomes and reaching project goals.

6. Sample Tasks (15 points) - Under this criterion, applicants will be evaluated based on how well they develop an extensive plan for acquiring and improving the quality and quantity of pesticide incident reports taking into consideration those inquiries already coming to NPIC and designated as incidents as well as those incident reports obtained directly from outside sources. At minimum include: magnitude of the project; a budget; time frame for completion; staffing and expertise required; means for identifying trends in data; what means would you utilize to better substantiate cause and effect of each incoming incident report; and the expected results of the overall project.

B. Review and Selection Process

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

C. Selection Official. The final funding decision will be made by the Selection Official based on the rankings and preliminary recommendation of the OPP review team. In making the final funding decisions, the Selection Official may also consider funding availability and program balance.

VI. Award Administration Information

Following evaluation of proposals, all applicants will be notified regarding their status. Final applications and forms will be requested, as necessary, from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award.

1. EPA anticipates notification to the *successful* applicant will be made via telephone, email or postal mail. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Proposal for Federal Assistance.

This notification, which advises that the applicant's proposed project has been recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail.

2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via email or postal mail. The notification will be sent to the original signer of the Standard Form (SF) 424, Proposal for Federal Assistance.

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

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

The award and administration of these assistance agreements will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements to states, tribes, and local governments set forth at 40 CFR part 31. In addition, the provision in 40 CFR part 32, governing government-wide debarment and suspension, and the provisions in 40 CFR part 40 regarding restrictions on lobbying, apply.

All costs incurred under this program must be allowable under the applicable OMB Cost Circular A-87. Copies of this circular can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with the EPA policy and the

OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 40 CFR part 34.

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

If indirect costs are budgeted in the assistance application and the non-profit organization or educational institute does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate Federal cost principle, OMB Circular A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "Cost Principles for Educational Institutions" 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." 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..

D. Human Subjects: A grant applicant must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects. These requirements are given in 40 C.F.R. § 26. Studies involving intentional exposure of human subjects who are children or pregnant or nursing women are prohibited by Subpart B of 40 CFR Section 26. For observational studies involving children or pregnant women and fetuses please refer to Subparts C & D of 40 CFR Section 26. U.S. Department of Health and Human Services regulations at 45 CFR § 46.101(e) have long required "... compliance with pertinent Federal laws or regulations which provide additional protection for human subjects." EPA's regulation 40 C.F.R. Part 26 is such a pertinent Federal regulation. Therefore, the applicant's Institutional Review Board (IRB) approval must state that the applicant's study meets the EPA's regulations at 40 CFR § 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's IRB approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of annual reports.

E. DUNS Number

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

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

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

H. Non-profit Administrative Capability

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

VII. Agency Contact

If you have questions or need additional information regarding this announcement, please contact:

Frank Davido
EPA Office of Pesticide Programs, 7502P
One Potomac Yard
2777 S. Crystal Drive
Arlington, VA 22202
Phone: 703-305-7576
Email: Davido.frank@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 at <http://www.epa.gov/pesticides/grants/grant-competition-questions.html>