



US Environmental Protection Agency Office of Pesticide Programs

Funding Opportunity Announcement:

**Regional Agricultural Integrated Pest Management
(IPM) Grants
(EPA-OPP-13-001)**

May 15, 2013

Funding Opportunity Announcement

Regional Agricultural Integrated Pest Management Grants

Overview Information

The following list provides key information concerning this funding opportunity:

- A. **Federal Agency and Office Name:** Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSPP), Office of Pesticide Programs (OPP)
- B. **Funding Opportunity Title:** Regional Agricultural Integrated Pest Management (IPM) Grants
- C. **Funding Opportunity Number:** EPA-OPP-13-001
- D. **Announcement Type:** Request for Application (RFA)
- E. **Catalog of Federal Domestic Assistance (CFDA) number:** 66.714 - Regional Agricultural IPM Grants
- 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 **Monday, July 1, 2013** by midnight Eastern Time. Hard copy applications via express delivery only (e.g., FedEx, UPS, etc.) must be received on or before **Monday, July 1, 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. See Section IV for further information. Applications received after the closing date and time will NOT be considered for funding.

Brief Description

EPA's Office of Pesticide Programs (OPP), in coordination with the EPA Regional Offices, announces the availability of approximately \$506,000 for FY13 to further, through research, development, monitoring, public education, training, demonstrations, or studies, the adoption of Integrated Pest Management (IPM) approaches to reduce pesticide risk in production agriculture settings in the United States. IPM is a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks.

Proposed projects must: 1) further through research, development, monitoring, public education, training, demonstrations, or studies the adoption of IPM tactics that reduce the risks associated with pesticide use, and 2) demonstrate the importance and relevance of the proposed project on a regional level.

Eligible applicants include the 50 States, District of Columbia, U.S. Virgin Islands, Commonwealth of Puerto Rico, any territory or possession of the United States, any agency or instrumentality of a State including State universities, and all federally recognized Native

American Tribes. Local governments, private universities, private nonprofit entities, private businesses, and individuals are not eligible. The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$506,000. EPA anticipates award of up to approximately four grants or cooperative agreements ranging in value from approximately \$100,000 up to no more than \$170,000, subject to the availability of funds, the quality of applications received, and other applicable considerations. The project period of performance is limited to two years. Selections and awards will be made by EPA's Office of Pesticide Programs with funding from EPA's Office of Chemical Safety and Pollution Prevention.

I. Funding Opportunity Description

A. History

In 2011, the Office of Pesticide Programs demonstrated its continued commitment to agriculture by launching the Regional Agricultural IPM Grants program to focus solely on IPM in production agriculture. IPM is defined in the Food Quality Protection Act as, "a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks." Additional information on IPM can be found on EPA's website at <http://www.epa.gov/pestwise/farm/>.

This announcement provides the procedures and requirements for submitting applications for the fiscal year 2013 program. A list of projects historically funded may be obtained at <http://www.epa.gov/pesp/grants/> or from the Agency Contact listed in Section VII.

B. Authority

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

C. Program Description

1. Goals and Objectives

The FY 2013 goal of the Regional Agricultural IPM Grants program is to support the adoption of IPM approaches that reduce the risks associated with pests and pesticide

use in agricultural settings in the United States. EPA intends that recipients will use funding provided under this program to:

- encourage, through research, development, monitoring, public education, training, demonstrations, or studies, grower adoption of IPM tactics that identify and reduce the risks associated with pests and pesticide use (e.g., examining scouting methods for apple maggot in apple orchards comprising approximately 500 acres),
- address national pesticide program stewardship priorities related to pest management needs and IPM adoption, and
- measure and document the effects of implementing IPM programs on the environment and human health within the national pesticide program stewardship priorities.

2. Purpose and Scope

The Regional Agricultural IPM Grants will provide financial assistance to eligible applicants to carry out projects that address Integrated Pest Management (IPM) adoption, and documentation of the economic impacts or changes in pesticide risk associated with the adoption of IPM practices. EPA specifically seeks to advance the adoption of IPM or to evaluate the biological and economic feasibility of new IPM approaches (i.e., innovative approaches and methodologies that reduce the risks associated with pesticide use) in accordance with the following priorities:

National Pesticide Program Stewardship Priorities

1. Agricultural issues (on sites including agricultural production areas, greenhouses, nurseries, and rangeland) involving pesticides for which IPM advancements are sought, but not limited to:
 - Resistance management
 - Water quality and runoff issues
 - Pollinator protection issues
 - Endangered species protection
 - IPM approaches for controlling rodents and predators in livestock operations
 - Urban/rural interface and volatile pesticides
 - Repeating or priority emergency exemption uses: nematodes on raspberry, blight on walnut, varroa mites in honeybee colonies, fire blight on apples, invasive stink bugs on horticulture crops, exotic fruit fly larvae-drench use pattern, and post-harvest fumigant alternatives
 - Emerging pest management gaps: emerald ash borer & asian longhorn beetle in ornamentals/forestry, fly control in mushroom houses, asian citrus psyllid (citrus greening) on citrus, spotted wing drosophila (SWD) on berries, glyphosate resistance weeds, kudzu bug on soybeans, herbicide alternatives on leaf lettuce, and diseases vectored by ambrosia beetle and tea shot hole borer on avocado

Proposed projects must:

- specifically state how the project will advance the adoption of IPM practices that will identify and reduce the risks associated with pests and pesticides in agriculture,
- state how the impacts (of the project) on human health and the environment will be measured and documented, and

- contain specific outcomes that quantitatively document the project's impacts (e.g. number of acres adopting an IPM practice/program).

EPA will consider only the first application submitted by each individual investigator. Applications from different investigators within the same organization are acceptable. Awards will be made by EPA's Office of Pesticide Programs with funding from EPA's Office of Chemical Safety and Pollution Prevention.

D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan/GPRA Architecture

These assistance agreements will support EPA Strategic Plan Goal 4, Ensuring the Safety of Chemicals & Preventing Pollution; Objective 4.1 Ensure Chemical Safety and Objective 4.2 Promote Pollution Prevention. To see EPA's 2011-2015 Strategic Plan visit <http://www.epa.gov/planandbudget/strategicplan.html>.

2. Outputs

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

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

The anticipated outputs of the expected agreements may include: (1) educational and outreach materials; (2) pest management plans that include reduced-risk IPM tactics; (3) training for growers and technical service providers; (4) acres impacted by the project under management that include IPM, biopesticides, and reduced risk pest management practices; (5) pounds of pesticide active ingredient use reduced; and (6) conferences and seminars on the implementation of IPM in specific crops.

3. Outcomes

The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be (1) environmental, (2) behavioral, (3) health-related or (4) programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Expected outcomes of the projects to be awarded through this announcement include: (1) increasing the number of growers using reduced risk/IPM techniques; (2) a reduction in risks from exposure to pesticides through implementation of proven reduced risk approaches to pest management; (3) a quantitative measure or qualitative reduction in the use of higher risk pesticides or pesticides, in general; (4) a business case that supports the adoption of IPM tactics; (5) the development of new

IPM strategies to control pests; and (6) increased partnerships between stakeholders, producers, state/tribal entities to promote grower adoption of IPM programs or achieve quantitative and qualitative benefits to human health, environment and communities due to the adoption of IPM.

II. Award Information

A. Amount of funding available

The total funding expected to be available for awards under this competitive opportunity is approximately \$506,000.

B. Total Number of Awards

EPA anticipates award of up to approximately four grants or cooperative agreements under this announcement ranging in value from approximately \$100,000 up to no more than \$170,000, subject to the availability of funds, the quality of applications received, and other applicable considerations.

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

C. Partial Funding

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

D. Start Date/Project Duration

The estimated project period for awards resulting from this solicitation will begin in September 2013. Proposed project periods may be up to two (2) years.

E. Funding Type

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

F. Funding Restrictions

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

G. Additional Award Information

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

III. Eligibility Information

A. Eligible Applicants

Eligible applicants include the 50 States, District of Columbia, U.S. Virgin Islands, Commonwealth of Puerto Rico, any territory or possession of the United States, any agency or instrumentality of a State including State universities, and all Federally recognized Native American Tribes. Local governments, private universities, private nonprofit entities, private businesses, and individuals are not eligible.

B. Cost Sharing/Matching

Matching funds are not required.

C. Threshold Eligibility Criteria

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

1. Applicants must be eligible (see Section III.A) to receive funding under this announcement.
2. Submissions must specifically state how the project will advance the adoption of Integrated Pest Management (IPM) practices that will identify and reduce the risks associated with pests and pesticides in agriculture.
3. Submissions must specifically state how the impacts (of the agricultural IPM project) on human health and the environment will be measured and documented.
4. Submission of proposed projects must contain specific outcomes that quantitatively document the project's impacts (e.g. number of acres adopting an IPM practice/program).
5. The maximum funding level requested for a project must not exceed \$170,000.
6. The proposed project period of performance must not exceed two years.

7. 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.
8. 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.
9. Applications submitted through Grants.gov must be received, as specified in Section IV, on or before **Monday, July 1, 2013** by midnight Eastern Time.
10. Hard copy applications submitted via express delivery (e.g., FedEx, UPS, etc.) must be received by **Monday, July 1, 2013** by the Agency Contact listed in Section VII.A by 5:00 PM Eastern Time.
11. Hard copy applications will only be accepted via an express delivery service. EPA will not accept applications submitted via fax, email, or standard 1st Class Mail delivery by U.S. Postal Service.
12. Applications received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy submissions, where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an Agency mailroom is not sufficient. Applicants should confirm receipt of their applications with the Agency Contact as soon as possible after the submission deadline; failure to do so may result in their application not being reviewed.
13. EPA will consider only the first application submitted by each individual investigator. Applications from different investigators within the same organization are acceptable.

IV. Application and Submission Information

A. How to Obtain Application Package

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

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

B. How to Submit Applications

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

1. Hard Copy Submission

Applicants must submit, via express delivery (FedEx, UPS, etc.), one original plus one copy of the complete package including all of the documents identified in Section IV.C by **Monday, July 1, 2013** by 5:00 PM Eastern Time. In addition, a CD containing separate Microsoft Word or Adobe PDF files corresponding to each of the documents identified in Section IV.C must be submitted. Hard copy submissions must be sent to the Agency Contact listed in Section VII.A.

2. Grants.gov Submission

Applicants choosing to send their application electronically must do so through <http://www.grants.gov> on or before **Monday, July 1, 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 within 5 business days after the application submission deadline, please contact the Agency Contact listed in Section VII.A. Failure to do so may result in your application not being reviewed.

C. Content of Application Submission

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

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

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

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

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

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

3. EPA Form 5700-54, Key Contacts

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

4. SF-424B, Assurances for Non-Construction Programs
Complete the form available at http://www.epa.gov/ogd/forms/adobe/SF424B_sec.pdf. There are no attachments.

5. EPA Form 6600-06, Lobbying Form – Certification Regarding Lobbying
Complete the form available at http://www.epa.gov/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 Proposal

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

- EPA docket ID number: EPA-HQ-OPP-13-001
- 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 national pesticide program stewardship priority addressed, 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 (10 pages or less). The description shall contain the Parts I – VI as identified below.

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

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 including the number of acres of crop(s) impacted.

- ii. National Pesticide Program Stewardship Priorities: Describe how the project addresses one or more of the national pesticide program stewardship priorities identified in Section I.C.2.
- iii. Project Design: Describe the project activities and how they will advance the implementation of agricultural Integrated Pest Management (IPM). Describe how the project activities build upon or consider lessons learned from existing efforts. Past grants awarded can be found here: <http://www.epa.gov/pestwise/grants/regionalaggrants.html> Describe the target audience and geographic area intended for this project and how you will encourage participation by these groups. Explain the project benefits to the public, and specifically the potential audience(s) served. Provide evidence of stakeholder participation in the project.

Part III. Outreach, Transferability, and Sustainability

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

Part IV. Performance Measures and Expected Outcomes and Outputs

Identify the expected project outputs (see Section I.D.2) and how progress towards achieving the expected outputs will be tracked and measured. Output measures should include the: number of acres, growers, or pesticide applicators impacted by the project.

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

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

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on

your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

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

8. Budget Narrative

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

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

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

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

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

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

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

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

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

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

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

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

10. Appendix A: Timetable

Provide a timetable that details each project object.

11. Appendix B: Resumes

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

12. Appendix C: Indirect Cost Rate Agreement

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

D. Coalitions

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

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

E. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or consultation

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

F. Allowable Costs

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

G. 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, contracts and subawards under grants, and proposal assistance and communications, 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 eligibility requirements set forth in Section III will be subjected to a technical and programmatic review. The following criteria will be used in the evaluation process:

A. Application Review

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

B. Evaluation Criteria

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

Criteria	Points
<p>1. National Pesticide Program Stewardship Priorities. Under this criterion, applicants will be evaluated based on the extent to which the project clearly addresses one or more of the National Pesticide Program Stewardship Priorities identified in Section I.C.2.</p>	10
<p>2. Project Design. Under this criterion, applicants will be evaluated based on the extent to which the project objectives:</p> <p>(a) increase the adoption of IPM practices or programs to reduce pesticide risk in production agriculture (10 points),</p> <p>(b) address how human health or the environment will be improved (10 points), and</p> <p>(c) build upon or consider lessons learned from existing efforts (5 points).</p>	25
<p>3. Outreach, Transferability, and Sustainability. Under this criterion, applicants will be evaluated based on:</p> <p>(a) the extent to which the project includes meaningful involvement of partner organizations, collaborating entities, and local stakeholders to achieve the adoption of IPM practices by growers (10 points), and</p> <p>(b) how the project will ensure that information and outcomes will be disseminated and of use to other growers, grower groups, districts, regions, or states so that the project may continue after EPA funding ends (10 points).</p>	20
<p>4. Project Performance Measures & Expected Outputs and Outcomes. Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving expected project outputs and outcomes.</p> <p>(a) Extent to which the proposed project is projected to result in an increase in grower adoption of IPM practices. (5 points)</p> <p>(b) Extent to which the project application includes identified outputs and outcomes of the project that reflect benefits to the environment and human health (i.e. benefits to farmworker/applicator health) from the use of IPM practices or an IPM program, and that can be tracked throughout the project. (5 points)</p> <p>(c) Extent to which the measures assess the impact of the project (i.e., number of acres of a crop affected by an IPM project). (10 points)</p> <p>(d) Extent to which the project includes methods for tracking and measuring the Applicant's progress towards achieving the expected project outcomes and outputs. (5 points)</p>	25

Criteria	Points
<p>5. Past Performance - Programmatic Capability and Reporting on Environmental Results: Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's:</p> <p>(a) past performance/history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.C.7.d.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 (4 points),</p> <p>(c) organizational experience and plan for timely and successfully achieving the objectives of the proposed project (3 points), and</p> <p>(d) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (3 points).</p> <p><u>NOTE:</u> In evaluating applicants under items i and ii of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	10
<p>6. Budget/Resources: Under this criterion, the Agency will evaluate the following factors: (i) (5 points) whether the proposed project budget is appropriate (e.g., realistic, reasonable) to accomplish the proposed goals, objectives, and measurable environmental outcomes, (ii) (3 points) whether the budget narrative provides details of the budget designated for each major activity and justifies the proposed costs, (iii) (2 points) whether the proposed approach, procedures, and controls exist for ensuring that awarded grants funds will be expended in a timely and efficient manner</p>	10

C. Review and Selection Process

Applications will first be evaluated against the threshold eligibility criteria listed in Section III. Only those applications which meet all the threshold eligibility criteria will be evaluated using the evaluation criteria listed above by a review panel convened by EPA's Office of Pesticide Programs. Each application will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Selection Official based on this ranking.

D. Other Factors

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Selection Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

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 or electronic or postal mail by **Friday, August 16, 2013**. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. The official notification of award will be made by the Grants Management Officer. 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 Approval 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 or longer from the date of recommendation.

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

2. EPA anticipates notification to unsuccessful applicant(s) will be made via email or postal mail by **Friday, August 16, 2013**. The notification will be sent to the original signer of the Standard Form (SF) 424.

B. Quality Assurance Requirements

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

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

C. Administrative and National Policy Requirements

The award and administration of these assistance agreements will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements to

states, tribes, and local governments set forth at 40 CFR part 31. In addition, the provision in 2 CFR part 180, governing government-wide debarment and suspension, and the provisions in 40 CFR part 34 regarding restrictions on lobbying, apply.

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

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

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

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

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

E. 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 EPA Headquarters Contact listed in Section VII.B.

F. 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 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.

VII. Agency Contact

If you have questions or need additional information regarding this announcement, please contact Cara Finn at (703) 305-5659 or finn.cara@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 on OPP's web site at: <http://www.epa.gov/pestwise/pesp/grants/frequentquestions.html>

List of Subjects:

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

ATTACHMENT A

Grants.gov Application Instructions

General Application Instructions

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

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

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OPP-13-001, or the CFDA number that applies to the announcement (CFDA 66.714), in the appropriate field. You may also be able to access the application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **Monday, July 1, 2013** by midnight Eastern Time.

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

Application Materials

The following forms and documents are required under this announcement:

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

11. Appendix B – Resumes
12. Appendix C – Negotiated Indirect Cost Rate Agreement, if applicable

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

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

Complete the form. There are no attachments.

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

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

Complete the form. There are no attachments.

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

3. EPA Form 5700-54 - Key Contacts

Complete the form available at http://www.epa.gov/ogd/forms/adobe/5700-54_sec.pdf.

There are no attachments. If additional pages are needed, attach these additional pages to your front page in the form of a word document. Include a header on the additional pages with the form number and your name.

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

Complete the form. There are no attachments.

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

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

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

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

7. Project Narrative

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

8. Budget Narrative

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

9. SF-LLL, Disclosure of Lobbying Activities

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

10. Other Attachments Form - Appendix A – Timetable

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

11. Other Attachments Form - Appendix B – Resumes

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

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

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

Application Preparation and Submission Instructions

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

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

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

“Timetable Attachment Form;” and document 11 – Resumes – using the “Resumes Attachment Form.”

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

Please note that applicants are limited to using the following characters in all attachment file names.

Valid file names may only include the following UTF-9 characters:

A-Z, a-z, 0-9, underscore(_), hyphen (-), space, period. If applicants use any other characters when naming their attachment files their applications will be rejected by grants.gov.

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

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

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

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

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