



2023 Annual Grant Program
Request for Applications for Agricultural Community-Based Projects

Available funds: up to \$350,000 in 2023

Minimum request: \$25,000

Maximum request: \$100,000

Pesticide Education Resources Collaborative (PERC) is seeking applications for Agricultural Community-Based Projects (AgCBP) that will serve farmworkers, agricultural pesticide handlers, their families, and/or their communities by contributing to the safe use of pesticides and/or working safely in areas where pesticides are used.

The PERC Advisory Board will select up to six projects to be funded by January of 2024, pending amounts requested by successful applicants. Successful applicants will have up to two years to complete their projects (no later than December 31, 2025). We anticipate this funding opportunity to repeat one more time in 2024-2025. Identical projects will not be funded more than once but could be considered if the same project addresses a different target audience or subject matter focus.

Who may apply? Eligible applicants include nonprofit organizations as defined by 2 CFR 200.1 “Nonprofit organization.” EPA’s Office of Grants and Debarment has authorized PERC to use the [Tax Exempt Organization Search Tool](#) to assist in confirming the nonprofit status of an applying organization. If an applying organization cannot confirm their nonprofit status using this tool, then they should contact the Internal Revenue Service to make certain their entity can eventually be listed there. Some universities are eligible nonprofit organizations and others are not listed. Refer to the [tax-exempt search tool](#) provided in the RFA. If the Employer Identification Number (EIN) of your organization appears, then it’s determined to be eligible to apply. Applicants who engage in lobbying activities are not eligible to apply. Collaboration with other organizations is welcome but there can only be a single applicant (lead organization) to receive payments from UC Regents, and that lead organization will handle compensating collaborators as their budget allows. Please make sure the lead organization that applies meets the nonprofit status as required in the RFA. **Important:** Before applying, organizations must also make certain that they hold a current System for Award Management (SAM) registration and Unique Entity Identifier (UEI.) Information regarding obtaining a UEI and registering in SAM is available [here](#). If an entity lacks a current SAM/UEI, then PERC will not be able to fund their project.

Eligible applicants must:

- 1) be capable of carrying out a local or regional project with focus on a certain subject and a specific group of participants

- 2) have experience/expertise related to the health and safety of farmworkers, agricultural pesticide handlers, their families, or communities. An agricultural community might be described by its language, its location, its cropping systems, or other boundaries/definitions. For example, one project might serve Haitian farmworkers near the Gulf Coast, migrant workers that follow a specific “stream” from harvest to harvest, or a group of Russian-speaking vegetable harvesters. Applicants can be national in scope so long as the projects themselves are conducted at the local or regional level
- 3) have established relationships/trust with the community to be served
- 4) and must propose a new project that differs from work already being done by your organization.

Potential applicants are encouraged to partner with organizations who have existing relationships or expertise in certain areas (such as pesticide safety, pesticide training, or evaluation experience), if needed.

Key Dates

- RFA Opens / Release Date: February 6, 2023
- RFA Information Session: March 3, 2023 9:00 to 11:00 am PST. [Register here](#) - Refer to the PERC website at <https://pesticideresources.org/CBP/> for more information.
- RFA Closes / Applications Due: April 3, 2023 by 5:00 pm PST. Applications received after the closing date and time will not be considered for funding.
- Anticipated notification of top ranked applications for interviews: May 9, 2023
- Anticipated selection notification and pre-award processing: June 1, 2023
- Anticipated funding date: December 1, 2023

Desired Outcomes: The term “outcome” means the result, effect or consequence that will occur from carrying out the project. Applicants may choose to perform one of the projects listed OR propose a different project that supports at least one of the following desired outcomes; examples are provided for information only. Outcomes may not necessarily be achievable within the funding period.

Desired Outcome #1*: Educate farmworkers and/or agricultural pesticide handlers on the safe use of pesticides.

Desired Outcome #2: Enhance the capabilities of partners to develop and implement programs/activities that prevent and reduce pesticide risks to communities of farmworkers and agricultural pesticide handlers.

Desired Outcome #3: Protect humans, communities, and ecosystems from illness and injury caused by exposure to pesticides.

*If you belong to the Association of Farmworker Opportunity Programs (AFOP) under the National Farmworker Training Program (NFTP), we encourage you to apply for this funding to perform different activities than those supported by NFTP.

Proposed projects are only required to support one of the above desired outcomes, although some projects may support more than one. No additional points will be awarded to organizations meeting more than one of the above outcomes.

This is a national call for applications and the organization does not need to be from a certain region. Applicants can be national in scope so long as the projects themselves are conducted at the local or regional level. There is no predicted advantage for an application if it were to reach multiple states and regions. The community to be served may be small or large.

Grant funds may not pay for activities outside of the United States and its affiliated territories.

There is no requirement that the projects need to focus on the Worker Protection Standard (WPS) or meet employers' requirements for annual training.

Performance measures help monitor productivity and progress of successful processes, outputs and outcome strategies and provide the basis for developing lessons to inform future projects. The description of performance measures will directly relate to the project outcomes and outputs. For example, recipients may be able to report the rate of behavior change in a target community, intermediate outcomes, changes in health/environmental indicators, "ripple effects" (i.e. relationship-building, partner-driven amplification of messages), and/or program efficiency improvements.

These may include, but are not limited to, a timely delivery of one or more of the following:

- A time-bound project plan that includes a plan for tracking and evaluating progress
- High-quality outputs in the format, language, and reading level requested by the target audience
- Completion of requested updates using a stream-lined process
- Data-driven reports that would be of interest/use to others who aim to implement or improve programs that reduce pesticide-related risk
- Evidence of a community need being addressed that has the potential to reduce pesticide-related risk

A collection of example outcomes, outputs and performance measures are listed in TABLE 1.

Terms and Conditions

The recipient agrees to comply with the current [EPA General Terms and Conditions](https://www.epa.gov/system/files/documents/2022-09/fy_2022_epa_general_terms_and_conditions_effective_october_1_2022_or_later.pdf) available at: https://www.epa.gov/system/files/documents/2022-09/fy_2022_epa_general_terms_and_conditions_effective_october_1_2022_or_later.pdf Please note if selected for funding, the nonprofit organization must have a current System for Award Management (SAM) registration and Unique Entity Identifier (UEI). Information regarding obtaining a UEI and

registering in SAM is available [here](#). If an entity lacks a current SAM/UEI designation, then PERC will not be able to fund their project.

Any sub-recipient (Agricultural Community-Based Project subaward recipient) in addition to the recipient (PERC 2.0) must comply with the “EPA Programmatic Terms and Conditions” [and](#) the current EPA general terms and conditions available at: https://www.epa.gov/system/files/documents/2022-09/fy_2022_epa_general_terms_and_conditions_effective_october_1_2022_or_later.pdf. These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The recipient (PERC 2.0) must comply with applicable provisions of 2CFR Part 200 and the EPA Subaward Policy, which may be found at: <https://epa.gov/grants/epa-subaward-policy>.”

Programmatic Conditions

In addition to the [EPA General Terms and Conditions](#) that apply to EPA grantees and subawardees, EPA Programmatic Conditions also apply. These include but are not limited to:

- [EPA Programmatic Conditions](#) applicable to AgCBP funds awarded by PERC.
- Successful applicants will execute a contractual agreement with the University of California Davis Continuing & Professional Education (UCD CPE), which involves a specific set of fiduciary and programmatic requirements.
- The University of California (UC) Regents will retain the copyright for any new materials created as a result of funded projects. Currently, it is PERC’s policy to share educational materials with anyone according to a noncommercial, share-alike license with attribution. In accordance with 2 CFR 200.315, PERC will make all new programs/resources available at no cost, to the fullest extent possible.
- If applicable, the successful applicant may distribute materials locally using a variety of methods. If transferrable outputs are created for communities, PERC will share them widely in electronic format.
- Successful applicants must agree to collaboratively build project timelines, observe applicable deadlines, provide requested updates/information in a timely manner, and facilitate/host a one-time site visit by PERC staff. Project-related status updates may be shared on the PERC website.
- Funding recipients will be required to provide quarterly reports and a final report on their impacts/performance in terms that are specific and measurable, whether qualitative or quantitative.
- Some activities may involve research using human subjects. For example, a focus group or survey may be considered research. If selected projects involve activities that require human subjects review, then the recipient will be responsible for obtaining independent review of the proposed research methods before initiating research activities.
- Project-related communications with EPA personnel will be led/mediated by the PERC Administrators and not the recipient(s.)
- The following collaborators may represent the project(s) in scholarly and/or public presentations, media interviews, and publications about the project: PERC Administrators, Project Coordinators, and/or grant recipient leads.

- All questions posed by prospective applicants about this funding opportunity during the application period as well as PERC’s responses to the questions will be posted anonymously on the PERC website.
- For this application, PERC is not requesting or accepting letters of support.
- Conflict of Interest (COI): If an applicant has worked with any individuals from the PERC Advisory Board (<https://pesticideresources.org/ab.html>), UC Davis program staff or Oregon State University program staff in the past or receives federal funding for the same/similar activities listed in their project proposal, this must be disclosed via a brief explanation in their application.

About PERC: PERC is funded from 2021-2026 to coordinate the development of pesticide-related educational resources (i.e., manuals, videos, guides) that meet national needs. See our [list of projects](#) completed and in-progress. The PERC [Advisory Board](#) meets annually to determine priority needs, and monthly to hear from representatives about emerging needs and to gather feedback about PERC products. The materials produced by PERC are intended for use by non-profit educators. Anyone may print and distribute PERC materials at minimal or no cost to the end-recipients. Non-profit educators may request original files in order to modify PERC materials. See our policy here: [using PERC's Works](#).

Evaluation and Selection Criteria

The PERC Advisory Board will evaluate all applications and will score applications using the Application Scoring Rubric (see TABLE 3 below). Projects will be evaluated and scored against all applications received. The date of the announcement of the grant recipients planned for 2023 is pending the number of applications received and the time needed to review them.

How to Apply. Apply by emailing a PDF document of the application in its entirety to PERCsupport@ucdavis.edu. PERC will email applicants within one business day from the day that we received their completed application. If applicants do not receive a receipt from PERC, then the applicant should conclude PERC did not receive their application. We encourage applicants to apply well before the deadline. Please direct all inquiries to PERCsupport@ucdavis.edu.

Narrative Proposal (24-page limit total)

The Narrative Proposal must contain all parts, 1-7 described below, in sequential order as shown. Each page must be numbered, formatted for 8.5 x 11-inch paper, single-spaced and text in 11-point font with 1-inch margins. Electronic files must be named, legible and in Adobe Acrobat PDF or MS Word for Windows.

Include all the following information, in the order shown, with sections labeled and within the given page limits. The Cover Page and Executive Summary shall not exceed one page each. The Project Workplan, Narrative Project Description, Organizational Experience, Budget and Budget Narrative sections combined shall not exceed 22 pages total. The entire application should not exceed 24 pages. Each page submitted past the limit will not be considered. There is no page minimum.

1. Cover Page (1-page limit)

- a. Project title
- b. Project’s coordinator/primary contact
- c. Organization’s name, physical address, and website (if any)

- d. Organization's Tax ID number
- e. Organization's Unique Entity Identifier (UEI); attestation that they hold a current System for Award Management (SAM) registration
- f. Telephone number and email address
- g. Project duration (anticipated)
- h. Funding request (minimum: \$25,000, maximum: \$100,000)
- i. Indicate the nature of your organization's nonprofit status, including the section of the Internal Revenue Code that applies. For example, 501(c)3.

2. Executive Summary (1-page limit)

A standalone, concise description of the project with objectives, outputs, and outcomes; include one sentence assuring that your organization meets the eligibility factors listed on Page 1.

- a. Identify the agricultural community you aim to serve (for example: Haitian-speaking farmworkers in Arkansas, migrant workers traveling the western migrant stream from California to Washington, Florida orchard workers, etc.). Regional projects are not being prioritized over local projects. One does not take priority over the other. Regional projects can include one or several states.
- b. The need(s) you aim to address in the form of a desired outcome or outcomes (describe how the proposed project supports one of the three desired outcomes in TABLE 1 below.)
- c. How you will address the need(s) in the identified community.
- d. Your approach to evaluating the impact/effectiveness of your efforts.

3. Narrative Project Description

Expand on the items in your Executive Summary. Refer to TABLE 1 to link proposed outputs, outcomes and measures.

- a. Describe the specific agricultural community you aim to serve (for example: Haitian-speaking farmworkers in Arkansas, migrant workers traveling the western migrant stream from California to Washington, Florida orchard workers, etc.) and further describe the target audience for your project. Be as specific as possible, defining the community's geographic, cultural, or other boundaries/characteristics.
- b. Describe/demonstrate evidence of an existing or anticipated need within the target community, related to pesticides. Provide/cite reference data to the extent possible.
- c. Describe your proposed approach to addressing the need(s) in the identified community, including the order of activities and expected duration for each activity.
- d. Your proposed approach to evaluating the impact/effectiveness of your efforts.
- e. Describe how you will consider the target audience's media preference(s), reading levels/ability, needs for users with disabilities, and/or other strategies to meet communities-at-risk "where they are."

4. Organizational Experience

- a. Describe/demonstrate your experience working with the target community and your existing relationship(s)/trust within this community.
- b. Describe what knowledge, resources or activities you have performed that may contribute to the success of the project.

- c. List any similar contracts, agreements, or grants that you have completed successfully in the past five years, highlighting any projects of similar scope.
- d. Describe how this project differs from work already being done by your organization.
- e. Conflict of Interest (COI) (if applicable): Identify any individuals from the PERC Advisory Board (<https://pesticideresources.org/ab.html>) or UC Davis or Oregon State University program staff that you have worked with in the past with a brief explanation OR any federal funding that you are already receiving for the same/similar activities listed in this project proposal. Please mention all the potential connections you have that may create a real or perceived conflict of interest. It's relevant to share the nature of your connection and its duration/timing.

5. Budget

Prepare a budget outlining anticipated costs to complete your project. See TABLE 2 as an example below.

6. Budget Narrative

As a complement to the Project Budget, prepare a Budget Narrative that explains and fully justifies each of the budget items and follows the sections below. Please be specific as to what the costs are, the specific details and how it relates to the project. Include each of the following categories, in this exact order, with the same labels in your budget and budget narrative for the proposed project:

- a. **Personnel:** List direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full or part-time employee and their role. Consultants, contractors, or employees of other partner organizations are not "personnel".

Example:

Jane Smith, Executive Director: Will serve as Project Manager and provide overall coordination, implementation, and supervision of [the entity's] programs and financial activities. Will liaise with collaborating local, state, federal, organizations. Responsible for recruiting, training, and supervising all employees. Coordinates and executes grant-reporting activities to secure program and staff development and service sustainability. Project Manager costs are @\$35/hour x 10 hrs/week x 52 weeks = \$18,200.

- b. **Benefits:** Describe allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to, the cost of leave, employee insurance, pensions, and unemployment benefit plans.

Example:

Benefit costs are 20% of personnel costs. $\$18,200 \times 20\% = \$3,640$.

- c. **Travel:** Please include any travel location(s), estimated number of trips, estimated total mileage, applicable reimbursement rate, and number of nights lodging required throughout the entire project period for your personnel only. Travel for consultants, contractors, or partner organizations goes in "Other Direct Costs".
- d. **Equipment:** List 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.
- e. **Supplies:** Detail all tangible personal property other than equipment needed for your project. Include a brief description of the supplies required to perform the work and categorized by major supply category. Examples: office supplies, computer supplies, etc.

- f. **Contractual:** List services and associated costs that are to be carried out by an individual or organization other than the applicant in the form of a procurement relationship. Consultants are contractors. Include a brief description of the scope of work or services to be provided.
- g. **Other:** Outline direct costs that do not fit in any of the other budget categories. Examples include: occasional photocopying at commercial locations (printing and binding services are contractual), rental of meeting space or instructional facilities.
- h. **Indirect costs:** Include costs incurred by the award recipient for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. If indirect costs are budgeted, indicate the approved rate and base.
- i. **Total modified indirect costs**
- j. **Total project cost**

7. Project Workplan – Prepare a project workplan based on the elements in your application. More than one outcome is not required and does not increase your final score. One outcome is sufficient but if you plan to address more, then each outcome requires its own description (e.g., key steps, person responsible, anticipated timeline, performance measure.)

Desired Outcome: <i>Choose from one of the outcomes listed above.</i>		
Output: <i>How are you going to accomplish this?</i>		
Key Steps	Person Responsible	Anticipated Timeline
<i>Define each activity required for the project. Define as many steps as necessary by adding rows to the table.</i>	<i>Who is responsible for the activities?</i>	<i>When will activities begin and end?</i>
Performance Measure(s): <i>How will you track your progress? Who will prepare required quarterly reports? How and when will you evaluate your project?</i>		

TABLE 1. Examples of Outcomes, Outputs, and Corresponding Performance Measures

Desired Outcomes	Example Outputs	Example Performance Measures
<p>1. Educate farmworkers and/or agricultural pesticide handlers on the safe use of pesticides</p>	<p>Written materials for distribution in print or online, related to pesticides</p>	<p>Timely delivery of the following:</p> <ul style="list-style-type: none"> • A number of individuals trained • Behavior change metrics • Items distributed • Knowledge change metrics, for example, Pre- and Post-tests (training) • A time-bound project plan that includes a plan for tracking and evaluating progress
	<p>Audio/visual materials such as videos, photographs, and recordings related to pesticides</p>	
	<p>Interactive electronic content such as smartphone apps, databases, and social media content related to pesticides</p>	
<p>2. Enhance the capabilities of partners and stakeholders to develop and implement programs and activities that prevent and reduce pesticide risks to communities of farm workers and agricultural pesticide handlers</p>	<p>Detailed, verified information about a community’s pesticide-related risk factors and/or needs</p>	<ul style="list-style-type: none"> • High-quality outputs in the format, language, and reading level requested by the target audience • Completion of requested updates using a stream-lined process • Data-driven reports that would be of interest/use to others who aim to implement/ improve programs that reduce pesticide-related risk • Case-based evidence of a community need being addressed that had the potential to reduce pesticide-related risk
	<p>Detailed, clear feedback from a target audience community related to a program and/or resource related to pesticides</p>	
	<p>Activity guides, curricula, syllabi, or similar material that is immediately usable by communities to reduce pesticide-related risk</p>	
<p>3. Protect humans, communities, and ecosystems from illness and injury caused by exposure to pesticides</p>	<p>Local pesticide waste collection event to prevent unintentional release of unwanted pesticides</p>	

TABLE 2. Example Project Budget

Please note that this table is provided as an example only and does not represent a proposed project budget for this program. A Budget Narrative that explains and fully justifies each of the budget items is additionally required.

Personnel	Funding Requested
Project Manager @\$35/hour x 10 hrs/week x 52 weeks	\$18,200
Health Promoter @\$25/hour x 8 hrs/week x 52 weeks	\$10,400
Total Personnel	\$28,600
Fringe Benefits	
20% of Personnel	\$5,720
Total Fringe Benefits	\$5,720
Travel	
Travel for Project Manager and Health Promoter @500 miles per week x \$0.55 per mile x 12 months to get to remote sites for training	\$3,300
Total Travel	\$3,300
Equipment	
Purchase of recording device to record 3 training sessions	\$274
Total Equipment	\$274
Supplies - Office supplies to support material development	
- 3 printer cartridges for ink to print 500 copies of educational handouts for 3 classes (\$91.33 per cartridge x 3 cartridges) = \$274	\$274
- Paper to print the 500 copies (\$54.60 per package of 100 pieces of paper) x 5 packages = \$273	\$273
Total Supplies	\$547
Contractual - Support services (photographer, translations, etc.)	
Interpretation services for focus groups @ \$150/hour x 10 hours - provided by ABC Interpretation	\$1,500
Graphic artist to produce 4 images for educational handout with XYZ Graphic Arts	\$1,500
Total Contractual	\$3,000
Other	
Training facility rental	\$500
Total Other	\$500
Total Costs	\$41,667
Indirect Costs*	\$8,333
*If selected for funding, you will be required to submit a copy of your organization's Indirect Cost Rate Agreement if your proposed budget includes indirect costs.	
Total Funding Requested	\$50,000

TABLE 3. Application Scoring Rubric

Categories and Points Possible	Criteria
<p>Application/ Preparation 5</p>	<p>Each page is numbered, formatted for 8.5 x 11-inch paper, single-spaced, one-inch margins and text in 11-point font</p> <p>The Narrative Proposal contains all parts – Cover Page, Executive Summary, Narrative Project Description, Organizational Experience, Budget, Budget Narrative, and a Project Workplan</p> <p>The entire application does not exceed 24 pages</p>
<p>Workplan 20</p>	<p>The outputs proposed effectively meet the chosen outcome</p> <p>Key activities are clearly defined</p> <p>The timeline is reasonable and defined</p> <p>Performance measures are appropriate and track progress</p>
<p>Narrative Project Description 10</p>	<p>The project clearly identifies a target audience and evidence clearly supports an existing need related to pesticides</p> <p>The project will meet the audience where they are</p>
<p>Organizational Experience 10</p>	<p>Organization demonstrates necessary expertise / existing relationship(s) to successfully complete the project within the target community</p> <p>Organization’s trust within the target community is evident</p> <p>Applications propose a new project that differs from work already being done by the organization</p>
<p>Budget and Narrative 5</p>	<p>The budget and narrative outlined address each section from the template and seems reasonable to successfully execute the project</p>
<p>Total = 50</p>	