



**2022 Inaugural Annual Grant Program**  
**DEADLINE EXTENDED TO JULY 1, 2022**

**[Request for Applications for Agricultural Community-Based Projects](#)**

Available funds: \$200,000 in 2022

Minimum request: \$25,000

Maximum request: \$100,000

PERC is seeking applications for agricultural community-based projects 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 two to four projects to be funded by October 5, 2022. Successful applicants will have up to two years to complete their projects (no later than December 31, 2024.) We anticipate this funding opportunity to repeat at least three times. Identical projects will not be funded more than once but could be considered if it is the same project with 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. However, if there is an applying organization being considered and their nonprofit status cannot be confirmed using this tool, then PERC can ask EPA’s Office of General Counsel to assist in determining eligibility. Applicants who engage in lobbying activities are not eligible to apply.

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, and/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, or 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) and have established relationships/trust with the community to be served. Potential applicants are encouraged to partner with organizations who have existing relationships, if needed.

## Key Dates

- RFA Opens / Release date: May 2, 2022
- RFA Information Session: May 18, 2022 9am PDT / 11am CDT / 12pm EDT. [Register here](#) - Refer to the [PERC website](https://pesticideresources.org/) at <https://pesticideresources.org/> for more information.
- RFA Closes / Applications Due: **EXTENDED TO** July 1, 2022 by 5pm PDT / 7pm CDT / 8pm EDT. Applications received after the closing date and time will not be considered for funding.
- Anticipated Notification of Selection: August 26, 2022
- Anticipated Award Allocation: October 5, 2022

**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.

Example projects:

- Create written materials for distribution in print or online, related to pesticides
- Create audio/visual materials such as videos, photographs, and recordings related to pesticides
- Create interactive electronic content such as smartphone apps, databases, and social media content related to pesticides
- Perform outreach to farmworkers, their trainers, their employers, and/or health advisors\*
- Perform high-quality training about pesticide safety practices to target audiences\*

\*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.

**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/or agricultural pesticide handlers.

Example projects:

- Research and describe a specific farmworker community’s pesticide-related risk factors and/or needs in a detailed, verifiable way
- Collect and characterize feedback from a target audience community related to an educational program and/or resource related to pesticides
- Create activity guides, curricula, syllabi, or similar material that is immediately usable by communities to reduce pesticide-related risk

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

Example projects:

- Sponsor a local pesticide waste collection event to prevent unintentional releases
- Provide or distribute personal protective equipment (PPE) to agricultural pesticide handlers where communities demonstrate unique need(s) related to pesticides

**Performance measures** help gather insights and will be used to track progress of successful processes and output 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

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.

### **Terms and Conditions**

The recipient agrees to comply with the current [EPA General Terms and Conditions](https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-november-12-2020-or-later):  
<https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-november-12-2020-or-later>

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:

### **Programmatic Conditions**

- [EPA Programmatic Terms and 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.
- 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 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 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.

**How to Apply.** Apply by emailing a PDF document of the application in its entirety to [PERCsupport@ucdavis.edu](mailto:PERCsupport@ucdavis.edu). PERC will email applicants within one business day from the day that we received their 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.

## **Narrative Proposal (20-page limit total)**

The Narrative Proposal must contain all parts, 1-5 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. Electronic files must be named legible and in Adobe Acrobat PDF or MS Word for Windows.

Include all of the following information, in the order shown, within the given page limits for each of the five sections below. The Cover Page and Executive Summary shall not exceed one page each. The Narrative Project Description, Organizational Experience, and Budget and Budget Narrative sections combined shall not exceed 18 pages total. The entire application should not exceed 20 pages. Each page submitted past the limit will not be considered.

### **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. Telephone number and email address
- f. Project duration (anticipated)
- g. Funding request (minimum: \$25,000, maximum: \$100,000)
- h. 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. 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.)
- b. The need(s) you aim to address (describe how the proposed project supports one of the desired outcomes (1-3) in TABLE 1 below.)
- c. Your proposed approach to addressing the need(s) in the identified community, including the order of activities and expected duration.
- d. Your proposed approach to evaluating the impact/effectiveness of your efforts.

### **3. Narrative Project Description**

- a. Confirm that your proposal aims to serve farmworkers, agricultural pesticide handlers, their families and/or their communities, 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 your existing relationships/trust with the community to be served.
- c. Describe/demonstrate evidence of an existing or anticipated need within the target community, related to pesticides. Provide/cite reference data to the extent possible.

- d. Identify the desired outcome(s) you aim to achieve: 1, 2, or 3, and describe your proposed project as it relates to the outcome and how you plan to complete the project within the two-year limit.
- e. Describe how you will leverage existing resources and any project-specific knowledge, interviews, or scoping activities you performed as you prepared your application. For example, what knowledge or resources do you bring?
- f. 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.”
- g. Describe how you may use adult learning principles and data-driven behavior change strategies in your approach.
- h. Describe performance measures that could be used to evaluate your progress, including strategies/methods you may need to recruit/operate focus groups, distribute follow-up surveys, etc. (see TABLE 1 below for examples).

#### 4. Organizational Experience

- a. Describe/demonstrate your experience working with the target community and your existing relationship(s)/trust within this community.
- b. List any similar contracts, agreements, or grants that you have completed successfully in the past five years, highlighting any projects of similar scope
- c. 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.

#### 5. Budget and Budget Narrative

Prepare a budget followed by a detailed narrative that fully justifies each of the budget items. See TABLE 2 below as an example. Include each of the following categories, in this exact order, which applies to the proposed project:

- a. **Personnel:** direct costs for salaries of those individuals who will perform work directly for the project. Identify the personnel type by full or part-time employee. Consultants, contractors, or employees of other partner organizations are not “personnel”.
- b. **Benefits:** 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.
- c. **Travel:** 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:** equipment proposed purchased as a direct cost. This does not include equipment to be leased/rented and service/maintenance contracts. Include costs for each item.

- e. **Supplies:** tangible personal property other than equipment. 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:** types of direct costs that do not fit in any of the other budget categories. Examples include: occasional photocopying at commercial locations (printing and binding services are contractual), rental of meeting space or instructional facilities.
- h. **Indirect costs:** those incurred by the award recipient for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. If indirect costs are budgeted, indicate the approved rate and base.
- i. **Total modified indirect costs**
- j. **Total project cost**

**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"> <li>• A number of individuals trained</li> <li>• Behavior change metrics</li> <li>• Items distributed</li> <li>• Knowledge change metrics, for example, Pre- and Post-tests (training)</li> <li>• A time-bound project plan that includes a plan for tracking and evaluating progress</li> </ul>
	<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/or 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"> <li>• High-quality outputs in the format, language, and reading level requested by the target audience</li> <li>• Completion of requested updates using a stream-lined process</li> <li>• Data-driven reports that would be of interest/use to others who aim to implement/ improve programs that reduce pesticide-related risk</li> <li>• Case-based evidence of a community need being addressed that had the potential to reduce pesticide-related risk</li> </ul>
	<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>	
	<p>Local distribution of personal protective equipment (PPE) where communities demonstrate unique need(s) related to pesticides</p>	



**TABLE 2: Example Detailed Project Budget**

Please note that this table is provided as an example only and does not represent a proposed project budget for this program.

<b>Personnel</b>	<b>Funding Requested</b>
Project Manager @\$35/hour x 10 hrs/week x 52 weeks	\$18,200
Project Manager @\$25/hour x 8 hrs/week x 52 weeks	\$10,400
Total Personnel	\$28,600
<b>Fringe Benefits</b>	
20% of Personnel	\$5,720
Total Fringe Benefits	\$5,720
<b>Travel</b>	
Travel for Project Manager and Coordinator @500 miles per week x \$0.55 per mile x 12 months	\$3,300
Total Travel	\$3,300
<b>Equipment</b>	
None	\$0
Total Equipment	\$0
<b>Supplies</b>	
Office supplies to support material development	\$547
Total Supplies	\$547
<b>Contractual</b>	
Support services (photographer, translations, etc.)	\$3,000
Total Contractual	\$3,000
<b>Other</b>	
Training facility rental	\$500
Total Other	\$500
<b>Total Costs</b>	\$41,667
<b>Indirect Costs*</b>	\$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.	
<b>Total Funding Requested</b>	<b>\$50,000</b>

**TABLE 3: Application Scoring Rubric**

<b>Criterion</b>	<b>Application</b>
<p><b>Application/ Preparation</b> 10 points</p>	<p>Information is clearly presented Meets all format requirements with all required forms and components included</p>
<p><b>Problem and Justification</b> 10 points</p>	<p>Identifies evidence of an existing or anticipated need within the target community related to pesticides and describes how the project will execute effective outcomes Project clearly identifies the audience targeted by the outreach and implementation efforts</p>
<p><b>Potential for Success</b>  Desired Outcomes Project Narrative  30 points</p>	<p>Outcomes clearly relate to pesticide education Outcomes logically target a solution to the problem The target population is clearly described and historically underserved by existing educational services. Procedures/approach are linked to outcomes and likely to result in effectively educating target audience efficiently Reasonable timeline and scale of project Outcomes are either new or significantly expand a previous effort Project has the potential to coordinate regionally and leverage existing resources Execution/consideration of most effective means to reach target audience “where they are” (i.e. communication abilities &amp; reading levels, disabilities) is thoughtfully addressed If applicable, addresses the need for ongoing assessment and a feedback loop from stakeholders and community members</p>
<p><b>Expertise &amp; Participation</b>  Performance Measures  30 points</p>	<p>Organization demonstrates necessary expertise/existing relationship(s) to successfully complete the project within the target community The project actively involves end-users (farmers and ranchers, land managers, school and housing administrators, etc.) as appropriate If the project focuses on historically underserved stakeholders, evidence of a specific relationship with an underserved group is provided Methods and indicators for measuring outcomes are clearly described Described experience/capacity to deliver required data-driven reporting in a timely and efficient manner</p>
<p><b>Budget</b> 20 points</p>	<p>Budget is well-defined, within the project funding limits described in this RFA Proposed project costs are reasonable, allocable, and allowable per Title 2: 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Budget narrative follows the order of the budget form and fully justifies each budget item</p>