

**ODA Administered
Pesticide Stewardship Partnership
Technical Assistance
2015-2017 Grant Program
Guidelines and Application**

**Oregon Dept. of Agriculture
Pesticides Program
635 Capitol St NE • Salem, OR 97301-2532
Contact: Rose Kachadoorian, Pesticide Leader
503-986-4651 • rkachadoorian@oda.state.or.us**

**ODA Administered
PSP Technical Assistance 2015-17 Grant Program
Request for Proposals (RFP)**

What is the Pesticide Stewardship Partnership (PSP) Program: PSP is a program designed to reduce the potential environmental impact of pesticides on Oregon's water bodies, and the organisms that depend on these habitats. The PSP program uses local expertise combined with pesticide monitoring data to encourage voluntary changes in pesticide use and practices, which result in measurable improvements in water quality for aquatic life and humans. There are currently nine (9) designated PSP projects in Oregon: Amazon Creek, Molalla-Pudding, Yamhill, South Yamhill, Clackamas, Hood River, Wasco, Walla-Walla/Milton-Freewater and the Middle Rogue.

The PSP program is administered through the inter-agency Water Quality Pesticide Management Team (WQPMT) composed of members from the Oregon Department of Agriculture (ODA), Oregon Department of Environmental Quality (DEQ), Oregon Department of Forestry (ODF), the Oregon Health Authority (OHA), the Oregon Watershed Enhancement Board (OWEB) and Oregon State University (OSU).

The Oregon Department of Agriculture has received an appropriation from the legislature to support technical assistance projects specifically in existing PSP watersheds under the Pesticide Stewardship Partnership. This grant program will be operated through a competitive process and administered by ODA. The WQPMT reviews proposals and makes recommendations for project selection. ODA will administer the grant contracts.

Invitation is now open to apply for projects that meet the following qualifications:

Qualifying Projects:

Proposed project(s) must focus on preventing and/or reducing the risk posed by pesticides from entering water systems in agricultural, urban/rural residential or forestry environments. For a project to be considered eligible for funding, work must take place in designated PSP watersheds (Attachment 1) and should address at least two aspects of the following:

- Projects designed to reduce or eliminate detection frequencies and/or concentrations of pesticides in water within designated PSP watersheds (Attachment 1) (www.oregon.gov/ODA/PEST/water_quality.shtml). Projects can be inclusive of other watersheds without PSPs, if at least one PSP watershed is included in the geographic scope.
- Collaborations with local entities that leverage expertise, other funds or in-kind services in the PSP watersheds to reduce the input of pesticides into water.

- Demonstration of application technology that reduces off-target movement of pesticides to water or increases on-target application efficiency/cost-savings.
- The implementation and demonstration of proven IPM principles to protect water from pesticide contamination.
- Outreach & education programs that emphasize proper use of pesticides or alternative pest control, with well-defined effectiveness metrics.
- Demonstration projects and workshops focused on linking behavior changes or implementation of best management practices to reduce and/or prevent pesticide contamination of water.
- Projects that demonstrate how to reduce pesticide runoff or drift into waterways.

Eligibility:

The following entities can submit projects in currently designated PSP watersheds: State, Federal, county and local governments, non-profit organizations, community organizations, for-profit organizations such as consultants and retail businesses, Soil and Water Conservation Districts (SWCDs), Watershed Council, institutions of higher education, industry trade associations, producer groups, commodity commissions and Tribal entities.

Funds available:

The suggested project funding range is between \$10,000 and \$50,000.

PSP Grant Program policies and requirements:

- ODA will not fund projects with administration costs in excess of (16%) of the total amount awarded.
- Applicant understands that any information submitted within the proposal and any information/findings as a result of the project are a part of the public domain and will/may be subject to public records requests and will/may be available online (with the exception of specific landowners names and information).
- ODA expects the efficient use of funds within budgeted line items.

Post award obligation:

If project is funded, applicant will be required to:

- Sign a Grant Agreement containing the terms and conditions for the project implementation, release of funds, and documentation of completion.
- Payments will be made only for work started upon signature of the grant agreement by both parties
- Show proof of accomplishment through an interim and final report and/or documentation of project status/completion.
- Once a grant agreement has been signed between ODA and the grantee, any changes to the original scope of work must be reviewed and approved by the WQPMT and forwarded to ODA for an amendment to the original grant agreement.

For questions about the PSP Grant program contact:
Rose Kachadoorian, Pesticide Program Leader
503-986-4651 • rkachadoorian@oda.state.or.us

**ODA Administered
Pesticide Stewardship Partnership
Technical Assistance
Grant Program
2015-2017 Cycle**

Dates to Remember

Proposals are due.....November 20, 2015
(Proposals must be postmarked on or before above date for acceptance)

If your application is approved then:

Interim report will be due.....One year after signature date

Final Report will be dueTwo years after the signature date

Application Submission Requirements

- 1. Provide the Oregon Dept. of Agriculture with one signed original plus 2 printed copies of your completed application.**
- 2. Originals must be single sided.**
- 3. Proposals can be emailed to rkachadoorian@oda.state.or.us. Subject line on the email must read as follows:
Applicantname_PSPgrant**
- 4. All printed documents must be mailed to:**

**Attn: PSP Technical Assistance Grant
Rose Kachadoorian
Pesticide Stewardship Specialist
Oregon Dept. of Agriculture
635 Capitol St NE
Salem, OR 97301**

**PSP Technical Assistance Grant Program
Proposal Form
Proposal Due Date: October 30, 2015**

Project title: (Please use 6 words or less)

County or Counties project is located in:

Name of Applicant and/or Organization: (Please make this the name that will be referred to as the “grantee” in the grant agreement if approved)

Type of Entity or Organization:

- | | |
|---|--|
| <input type="checkbox"/> Institute for Higher Education | <input type="checkbox"/> State, County or Local Govt. |
| <input type="checkbox"/> Not-For-Profit Organization | <input type="checkbox"/> Soil & Water Conservation Dist. |
| <input type="checkbox"/> For Profit Organizations | <input type="checkbox"/> Tribe |
| <input type="checkbox"/> Commodity Commission | <input type="checkbox"/> Watershed Council |
| <input type="checkbox"/> Trade Association | <input type="checkbox"/> Other |

PSP dollars requested: \$

Total cost of project: \$

Name of Applicant or Organization:

Contact:

email:

Address:

City:

State:

Zip:

Phone:

Fax:

Project Manager for Applicant or Organization:

Contact:

email:

Address:

City:

State:

Zip:

Phone:

Fax:

Fiscal Agent for Applicant or Organization:

Contact:

email:

Address:

City:

State:

Zip:

Phone:

Fax:

Project proposal

In the following sections please use bulleted lists wherever possible, be concise and to the point.

Project Overview:

1. Project purpose: In order to define the project purpose accurately – should address the following in narrative fashion:

- **Background and justification:** briefly describe the issue or problem to be addressed, why the work is necessary and how it fits into the grant program criteria.
- **Clearly define what you are proposing to do**
- **Qualifications of applicant to complete the project.**
- **If this is an education/outreach project:** Give specific details as to the potential value of your education and outreach project. Why is there a need for this project? Who is your intended audience?

2. Are there additional partners? Yes No

If yes, who are the additional partners and what are their qualifications, roles and responsibilities?

3. Scope of Work and Timeline: In a narrative t: This section should describe the goals and objectives, what is to be accomplished, location of the work and how it fits with the grant criteria

- Suggest using the **S.M.A.R.T.** (Specific, Measurable, Attainable, Realistic and Time-bound) method to describe objectives and timetable. Should ID the target audience, community being served or natural resource benefit. Should be realistic and capable of being accomplished within the grant period.

4. Timeline:

Must include a narrative and breakdown of activities showing the following:

- **Performance Monitoring Plan:** *In order to define the performance monitoring plan accurately – answers must address following in narrative fashion.*
 - How will you monitor your progress toward achieving each GOAL?
 - What are your data sources for monitoring performance? For example, will you conduct surveys or use questionnaires?
 - How will you collect the required data? Be sure to include the frequency of your data collection.

- **Communication:** Describe how you will share the results of the project with stakeholders or the general public.

Suggested outline for timeline: Using the table provided indicate the timeline for the project – add rows to the table as needed

<p>Project Activity: Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities.</p>	<p>Who will do the work? Indicate the project participants who will do the work of each activity, including sub-recipients, and/or contractors. If you request grant funds for personnel and contractors, you must include them in the work plan to demonstrate the requested funding is warranted. If you request funds for travel, these activities must also be included.</p>	<p>When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year) and beginning and end dates for the project. Make sure the work plan timeline shows that the project will be completed within the allowable grant period.</p>
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BUDGET DETAILS

BUDGET NARRATIVE

All expenses described in your Budget Narrative must be associated with expenses that will be covered by the ODA PSP funds. *Be sure to use the Matching Funds Attachment section to show your project partner contributions*

Budget Summary	
Cost Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Performance Monitoring	
Other	
Indirect (allowable 16%)	

Total Budget	
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BUDGET DETAILS:

Within the budget detail tables feel free to add as many lines within each table provided under each Cost Category to cover your budget details. DO NOT add additional cost categories.

Personnel - List the organization’s employees whose time and effort can be specifically identified- easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. All staff listed here must also be listed in the timeline.

Personnel Budget Detail

Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
SAMPLE only – Judy Smith	12 months @ .30 FTE	\$16, 950
Personnel Subtotal		

Fringe Benefits - Provide the fringe benefit rates for each of the project’s salaried employees described in the Personnel section that will be paid with ODA PSP funds.

Fringe Benefit Budget Detail

Name/Title	Fringe Benefit Rate	Funds Requested
SAMPLE only – Judy Smith	12 months @ 38%	\$6,440
Fringe Subtotal		

Travel - Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.

Travel Budget Detail

Trip Destination	Purpose of the Trip	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	Number of Units	Cost per Unit	Number of Travelers Claiming Expense	Funds Requested
SAMPLE Corvallis, OR	Conduct Workshop trainings	hotel	nights	1	\$83	15	\$1,245

							Travel Subtotal

Additional justification of travel expenses, as needed:

Use this area to indicate any justification for travel which cannot be captured in the table format.

Equipment - Describe any equipment to be purchased or rented under the grant. Equipment is defined as tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit.

Rental of “general purpose equipment” must also be described in this section.

“Equipment” Budget Detail

Item Description	Justification for Equipment	Rental or Purchase	Funds Requested
SAMPLE only weather stations	pesticide application timing, reducing drift	Purchase	\$10,000
Equipment Subtotal			

Supplies - List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal.

Supplies Budget Detail

Item Description	Justification for Supplies	Per-Unit Cost	Number of Units/Pieces Purchased	Funds Requested
SAMPLE only Spray nozzles	Sample bags custom spray equipment	?	?	\$?
Supplies Subtotal				

SAMPLE only - Contractual Budget Detail

Per year proposed contractual activity budget:

Item	Description	Cost
OSU Extension	Spray drift modeling	US\$6,000
Workshop facilities	Room rental and related charges	US\$7,000
Brochures	Flat rate	US\$500

<i>Group Ground Transportation</i>	<i>Between meetings, retail tours, etc.</i>	<i>US\$1,000</i>
<i>Contractor Service Fee</i>	<i>Flat rate</i>	<i>US\$5,000</i>
Contractual Total Cost		US\$19,500

Contractor responsibilities will include:

- 1) Coordinating with the activity manager before, during and after the project.*
- 2) Securing the venues for workshops, etc. . Coordinate with facilities staff to confirm the setup and arrangements for all program activities.*

Performance Monitoring

Include expenses for the collection of information/data, assessing the achievement of project goals and communication to stakeholders.

Other - Include any expenses not covered in the previous budget categories. Be sure to break costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, honorarium and data collection. Applicant must indicate practices for tracking “other” *ie. phones* which are consistent across all organizational programs.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs.

SAMPLE only - Other Budget Detail

Item Description	Justification of the Expense	Per-Unit Cost	Number of Units	Funds Requested
<i>Handouts</i>	<i>Handouts for workshops</i>	<i>\$1.35 ea.</i>	<i>2,220</i>	<i>\$2,997</i>
Other Subtotal				

6. Mandatory & Suggested Attachments

<p>Mandatory attachments:</p> <ul style="list-style-type: none"> • Maps highlighting specific area of project activities • Photos (please use the same photo points as you will use on interim progress reporting and project completion reports should this project be awarded) • Initialed Notice of Grant Condition statement and signed certification form. <p>Suggested attachments:</p> <ul style="list-style-type: none"> • Letters of support • Supporting research reference
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- If this proposal is funded, the applicant will be required to:
 - Sign a Grant Agreement containing the terms and conditions for the project implementation, release of funds, and documentation of completion.
 - Payments will be made only for work started upon signature of the grant agreement by both parties.

- Upon signing the Grant Agreement, you will be required to:
 - Certify in the Grant Agreement that prior to starting work on private land, you have or will obtain cooperative agreements with the private landowner(s).
 - Agree that monitoring information resulting from projects are public domain.
 - Determine whether and what permits and licenses are required.

- Before ODA releases any payments, you will be required to:
 - Submit a Public Certification Form
 - Submit copies of all applicable permits and licenses from local, state, or federal agencies or governing bodies, or certify that permits and licenses not needed.

- Upon completing the project, you will be required to submit a Project Completion Report as required in Grant Agreement

CERTIFICATION:

I certify that this application is a true and accurate representation of the proposed work for the PSP program and is designed to reduce the environmental impact of pesticides on Oregon's water bodies. I/we are authorized to sign as the Applicant or Co-Applicant. By the following signature, the Applicant certifies that they are aware of the requirements of the grant and are prepared to implement the project if awarded.

I have read and initialed above the NOTICE of Grant Award Conditions

Applicant Signature: _____ Date: _____

Print Name: _____ Title: _____

Co-Applicant Signature: _____ Date: _____

Print Name: _____ Agency: _____

Attachment 1

Current PSP Watersheds

- Currently there are nine partnerships in eight watershed areas. The watersheds include agricultural, urban, rural, and forested areas. ODEQ monitors for over 100 pesticide active ingredients and degradates in local streams.
 - Walla Walla/Milton-Freewater, Wasco/The Dalles, Hood River, Clackamas, Pudding, Yamhill (includes the South Yamhill), Amazon Creek/Eugene, Middle Rogue/Medford
- Current partnerships consist of representatives from:
 - Watershed Councils, SWCDs & NRCS
 - OSU Extension and Integrated Plant Protection Center
 - Tribal Governments
 - Grower Groups & Ag Chemical Distributors
 - State Departments of Environmental Quality, Agriculture, Forestry and Oregon Health Authority
- Each partnership is based on voluntary collaboration and focused on local sub-basin issues.
- Streams with elevated pesticide concentrations and/or high number of detections are presented to watershed, grower groups and other partners.
- Voluntary management practices are promoted through workshops, individual technical assistance, and incentive programs.
- Follow-up monitoring to track trends over time.
- Cross-agency coordination is necessary to effectively minimize the impact of pesticides on water quality.