

Promoting Integrated Pest Management in Affordable Housing

FY 2016 Request for Applications (RFA)

APPLICATION DEADLINE: September 19, 2016

ELIGIBILITY: See Part III, A of RFA



United States
Department of
Agriculture

National Institute
of Food and
Agriculture

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE

PROMOTING INTEGRATED PEST MANAGEMENT IN AFFORDABLE HOUSING

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under **10.329**.

DATES: Applications must be received by **5:00 p.m. Eastern Time on September 19, 2016**. Applications received after this deadline will normally not be considered for funding (see Part IV, C. of this RFA). Comments regarding this request for applications (RFA) are requested within 6 months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider the comments when we develop the next RFA for the program, if applicable, and we'll use them to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Submit written stakeholder comments by the deadline set forth in the DATES portion of this Notice via e-mail to: Policy@nifa.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Promoting Integrated Pest Management in Affordable Housing RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Promoting Integrated Pest Management (IPM) in Affordable Housing program for fiscal year (FY) 2016 to: (1) deliver free training through StopPests.org to public housing managers and maintenance staff or maintenance contractors; (2) provide pre- and post-training technical assistance; (3) actively work to eliminate obstacles to IPM in affordable housing; and (4) evaluate the IPM practices that are occurring in the participating public housing. The amount available for NIFA to support this program in FY 2016 is approximately \$363,000.

This notice identifies the objectives for the Promoting IPM in Affordable Housing project, background on the program, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply to the Promoting IPM in Affordable Housing Program.

In this RFA, NIFA is soliciting applications for:

Promoting IPM in Affordable Housing Program

- a. Project Period: Four years.
- b. Budget: Budgets must not exceed \$363,000 per project for FY 2016.
- c. NIFA anticipates making one Promoting IPM in Affordable Housing award.

- d. Purpose: To provide a broad range of technical IPM assistance services and IPM training sessions to public housing authorities and other eligible housing providers.

NIFA will administer the Promoting IPM in Affordable Housing award as a continuation project (i.e., funding will be provided in one-year increments). Funding after year one will be dependent on continuation of the interagency agreement between NIFA and the Department of Housing and Urban Development, legislative authority, availability of annual appropriations, and satisfactory progress.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

In accordance with the Economy Act of 1932, as amended, (31 U.S.C. 1535), U.S. Department of Housing and Urban Development's (HUD) Office of Lead Hazard Control and Healthy Homes (OLHCHH), in order to utilize the unique resources of United States Department of Agriculture (USDA) and its land-grant institution partners, has provided NIFA with funds to support the Promoting IPM in Affordable Housing program.

Subject to the availability of appropriations to carry out this program, the Secretary may award grants to colleges and universities (as defined by section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) (7 U.S.C. 3103)), as amended, on a competitive basis for projects that address priorities in United States agriculture and involve integrated research, education, and extension activities, as determined by the Secretary in consultation with the National Agricultural Research, Extension, Education, and Economics Advisory Board.

Section 7206 of the Farm Security and Rural Investment Act of 2002 amended section 406(b) of AREERA to add the 1994 Land-Grant Institutions as eligible to apply for grants under this authority.

This RFA solicits applications for the Promoting Integrated Pest Management in Affordable Housing program.

B. Purpose and Priorities

NIFA is seeking applications from institutions that will fulfill the objectives and deliverables identified by the four-year interagency agreement (IAA) between HUD and NIFA titled "Promoting Integrated Pest Management in Affordable Housing." This RFA describes these objectives and deliverables. Integrated pest management (IPM) is an ecologically based management strategy that provides long-term solutions to pest problems with minimal impact on human health and the environment. (See Definitions, PART VIII, E.)

The Promoting IPM in Affordable Housing project objectives are to:

- Deliver free training through StopPests.org to public housing managers and maintenance staff (or maintenance contractors if this function is contracted out).
- Provide pre- and post-training technical assistance to housing providers who implement IPM or to HUD headquarters or field staff.
- Actively work to eliminate documented obstacles to the use of IPM approaches in affordable housing.
- Evaluate the IPM strategies or practices that are being used in the participating public housing authorities/properties and gather the data needed to assess return on investment (ROI) and long-term cost-effectiveness.

- Increase institutional capacity to handle structural IPM issues.
- Evaluate training effectiveness.
- Reduce/eliminate obstacles to IPM adoption and implementation.

The Promoting IPM in Affordable Housing project directly aligns with:

- the [FY 2014-2018 USDA Strategic Plan](#) and specifically supports Strategic Goal 1.
- the [USDA Research, Education, and Economics Action Plan](#), and specifically addresses Goal 1 and Goal 7:
 - Goal 1 – Sustainable Intensification of Agricultural Production, by developing and transferring sustainable IPM knowledge and technologies that will respond effectively to other major societal challenges, and
 - Goal 7 – Rural Prosperity/Rural-Urban Interdependence.
- the [2014-2018 NIFA Strategic Plan](#), and specifically addresses Strategic Goal 1 – Science (Catalyze exemplary and relevant research, education, and extension programs) and Sub-goal 1.7 (Ensure the development of human capital, communities, and a diverse workforce through research, education, extension and engagement programs in food and agricultural sciences to support a sustainable agriculture system).

- **National IPM Roadmap**

The Promoting IPM in Affordable Housing project is aligned with the IPM goals identified in the National IPM Roadmap for Integrated Pest Management (National IPM Roadmap). The National IPM Roadmap identifies strategic directions for IPM research, implementation, and measurement for pests in all settings throughout the nation (see <http://nifa.usda.gov/sites/default/files/resources/National%20Road%20Map%20for%20Integrated%20Pest%20Management.pdf>) including the following National IPM Roadmap goals:

- Improve cost-benefit analyses when adopting IPM practices
- Reduce potential human health risks and related management strategies
- Minimize adverse environmental effects from pests and related management strategies.

C. Program Area Description

Proposed Budget Requests –

Budgets may not exceed \$363,000 per year and \$1,452,000 for the duration of the four-year project. NIFA anticipates making one Promoting IPM in Affordable Housing award.

Project Length – Four years

Promoting IPM in Affordable Housing Project Priorities. This project will provide a broad range of technical assistance services and training sessions for housing providers (see Definitions, PART VIII, E.). In order to continue the momentum produced by two previous interagency agreements between HUD and NIFA, this project will continue to support the objectives for this technical assistance and training sessions. Using the steps, metrics, and resources developed by this project, housing providers will be offered the resources they need

for successful IPM implementation. HUD anticipates that housing providers participating in this project will agree to implement an IPM program for a period of at least one year after they have completed the training process. The primary method of outreach and general communication (not training) will continue through the StopPests.org website. This website will be the repository of the project's IPM plans and guidance. It will also serve as the primary method for receiving inquiries from housing providers.

The goal for this project is to work with housing providers to implement IPM practices for cockroaches and rodents, and/or reduce the number and severity of bed bug infestations. To meet this goal, some housing providers will only want technical assistance, however the free training will be offered as both an incentive and a logical step in a larger process. At the time of training, the basic framework should be in place for trainees to make institutional changes immediately after the training day. In the case of staff turnover, continued technical assistance will be considered as an eligible activity. Evaluation is an integral part of this project.

This project provides two general types of assistance: 1) one-day on-site training in multifamily housing and 2) technical assistance (telephonic, email, web-based, and as a last resort, on-site technical assistance). With this model, a greater number of housing providers can be supported with staff because much of the resource sharing and technical assistance can be done electronically/remotely. A one-day on-site training on IPM in multifamily housing should be offered to providers or groups of providers who have already recognized their pest problems, including bed bug infestations, and taken some steps and shown the management buy-in needed to implement the IPM team model taught in the training. If technically feasible, the full-day training should be recorded and played for additional audiences, such as in times of substantial staff turnover.

Major Deliverables. During the four-year duration of the project the successful applicant will:

- Perform on-site training for the implementation of IPM by 50 housing providers,
- Deliver a minimum of 5 webcasts covering topics selected based on needs of housing providers, with the goal to maximize impact based on the informational needs of housing providers,
- Make conference presentations,
- Develop and pilot model IPM contract language,
- Consult with four new housing providers per month, and
- Report to HUD in accordance with the milestone schedule (See Part IV, B. 3. Field 8 Project Narrative, Deliverable Table).

Background for Promoting IPM in Affordable Housing Project

Two previous interagency agreements (IAAs) between HUD and NIFA laid the groundwork for working with public housing authorities, developing the infrastructure of staff, curricula, online resources, and a cadre of trainers. This network of resources and people was expanded through the implementation of the two IAAs and produced the following deliverables:

- 1) First IAA (FYs 2007-2012). Created the Public Housing Authorities (PHA) contact database; developed the online forum for technical support and sharing; revised IPM in Multifamily Housing curriculum; trained peer educators at four pilot sites; provided

technical assistance to PHAs during their one-year period of IPM implementation following training; evaluated the successes and failures of this project; and supported the expansion of IPM in multifamily housing by producing a case study and final report.

- 2) Second IAA (FYs 2012-2016). Several obstacles to IPM were identified and addressed; 50 housing providers were trained and many more were given technical assistance; delivered webcasts and consultation on pest infestation prevention, identification, and control.

PART II—AWARD INFORMATION

A. Available Funding

The amount available for NIFA support of this program in FY 2016 is approximately \$363,000.

There is no commitment by USDA to fund any particular application or to make a specific number of awards.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, is the designated payment system for awards resulting from this RFA. For more information see

https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm.

B. Types of Applications

In FY 2016, applications must be submitted as “NEW” applications only. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V – Application Review Requirements.

C. Project Types

For FY 2016, approximately \$363,000 will be available to fund one proposal for one year. The Promoting IPM in Affordable Housing award will be administered as a continuation project (i.e., funding will be provided in one-year increments). A continuation award is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the federal government and the public. Funding after year one will be dependent on continuation of the HUD-NIFA Interagency Agreement, legislative authority, availability of annual appropriations, and satisfactory progress.

D. Responsible and Ethical Conduct of Research

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training.

For information about the Responsible and Ethical Conduct of Research, see <http://nifa.usda.gov/responsible-and-ethical-conduct-research>.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by colleges and universities (as defined in section 1404 of NARETPA) (7 U.S.C. 3103) to the Promoting Integrated Pest Management in Affordable Housing program. Section 1404 of NARETPA was amended by section 7101 of the Food, Conservation, and Energy Act of 2008 (FCEA) to define Hispanic-serving Agricultural Colleges and Universities (HSACUs), and to include research foundations maintained by eligible colleges or universities. Section 406(b) of AREERA (7 U.S.C. 7626), was amended by section 7206 of the Farm Security and Rural Investment Act of 2002 to add the 1994 Land-Grant Institutions as eligible to apply for grants under this authority.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

B. Cost Sharing or Matching

NIFA does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For an overview of the Grants.gov application process see <http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html>.

New Users of Grants.gov

Prior to preparing an application, we recommend that the Project Director/Principal Investigator (PD/PI) first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as long as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations, the AR should go to **“Register” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>) for information on registering the institution/organization with Grants.gov.** Part II.1. of the NIFA Grants.gov Application Guide contains detailed information regarding the registration process. Refer to item 2. below to locate the “NIFA Grants.gov Application Guide”.

Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of [Adobe Reader](#) compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to <http://www.grants.gov/web/grants/applicants/download-application-package.html> and enter the funding opportunity number

Funding Opportunity Number: USDA-NIFA-EXCA-006044

From the search result, click “Select Package” to access the application package. A Grant Application Package is tied to a particular funding opportunity. You may submit an application ONLY to the particular funding opportunity to which the Grant Application Package is associated.

Contained within the application package is the “NIFA Grants.gov Application Guide.” This guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to

complete the application forms.

If you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on the Grants.gov website (<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>). Grants.gov assistance is also available at:

Grants.gov customer support
800-518-4726 Toll-Free or 606-545-5035
Business Hours: 24 hours a day, 7 days a week. Closed on [federal holidays](#).
Email: support@grants.gov

Grants.gov iPortal (see <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>):
Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. ET).
Have the following information available when contacting Grants.gov:

- Funding Opportunity Number (FON)
- Name of agency you are applying to
- Specific area of concern

B. Content and Form of Application Submission

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., PDF) in Part III Section 3. of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Grants.gov does not check for NIFA required attachments or that attachments are in PDF format; see Part III section 6.1 of the guide for how to check the manifest of submitted files. **Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).**

For any questions related to the preparation of an application, review the NIFA Grants.gov Application Guide and the applicable RFA. If assistance is still needed for preparing application forms content, contact:

- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding [federal holidays](#).

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA

Grants.gov Application Guide. See Part V., Section 2.18. of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

2. SF 424 R&R Project/Performance Site Location(s)

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract. The project summary should include the relevance of the project to the goals of the Promoting Integrated Pest Management in Affordable Housing program. The Project Summary is limited to 250 words. Title the attachment as ‘Project Summary’ in the document header and save file as ‘Project Summary’. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

b. Field 8. Project Narrative.

NOTE: The Project Narrative shall not exceed a total of **18** pages of written text, figures, and tables regardless of whether it is single- or double-spaced with font size no smaller than 12 point. Pages should be number sequentially. We have established this maximum (**18** pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

Section 1: Introduction

(1) Provide a clear description of the scope of the project including the major objectives of the project and delivery of the specific scope of work tasks.

(2) Describe the key personnel for the project and their qualifications and experience related to the proposed project.

(3) Detail the characteristics of the lead institution that make it particularly qualified to conduct the proposed work;

(4) Describe ongoing or recently completed significant activities related to the proposed project particularly experience with the delivery of integrated pest management education or assistance for public housing; and

(5) Describe ongoing or recently completed IPM and program development and implementation related to the proposed project.

Section 2: Statement of Need

(1) Describe how this overall project will address the issues and the audience to be served; and

- (2) Describe how the proposal will develop and/or enhance an existing high-quality Promoting IPM in Affordable Housing project to increase the capacity to provide IPM technical services and training to eligible housing providers.

Section 3: Objectives

Clear, concise, complete, and logically presented statement(s) of the objectives and specific aims of the proposal.

Section 4: Methods

The procedures or methodology to be applied to the proposed effort should be described. This section should include, but not necessarily be limited to:

- (1) Methods to be employed; including the feasibility and rationale for their use in the project;
- (2) Development and/or implementation challenges that may be encountered;
- (3) Limitations to proposed procedures; and
- (4) Describe stakeholder involvement and collaborations in problem identification, planning, implementation, and evaluation.

Section 5: Evaluation Plan

Program Evaluation. Include a plan to measure program successes as described in the RFA and scope of work task number 4.

Section 6: Communication Plan

Briefly describe how resources, progress and results from this project will be communicated to stakeholders and the public as described in the RFA and scope of work task number 6.

Section 7: Project Management

- (1) Provide a description of the project's proposed key personnel, their project functions, qualifications and expertise required for the delivery of the program;
- (2) Describe any experience of the project's proposed key personnel in coordinating and delivering other IPM projects in public housing with private/public entities and other projects as appropriate; and
- (3) Describe how the project will be managed and to achieve the overall expected objectives of the project. Describe how project activities will be coordinated at the institution, ensuring that current research-based information is disseminated and applied to the objectives of the Promoting Integrated Pest Management in Affordable Housing program.

The project narrative for Promoting Integrated Pest Management in Affordable Housing program applications must describe how the proposal will address each of the following scope of work tasks:

1. Continue to distribute the existing *PHA Guide to Implementing IPM*, a package of resources for providers to use when writing and implementing an IPM plan. This guide will provide resources to assist providers in planning to implement an IPM program and to reach out to residents, local stakeholders, staff, and contractors with information about IPM. Also, update and disseminate the one-pager about this project.
2. Assist 50 PHAs nationwide to assess their programs for the policies and procedures needed to implement IPM, including bed bug detection and control as needed, and coach participating PHAs through the steps to implementation:
 - a. Reach out to housing providers through trade associations. Develop a plan for strategically selected conference presentations in consultation with NIFA.
 - b. Provide PHAs with IPM training packets containing a *PHA Guide to Implementing IPM*, the training curriculum, a fact sheet on what resources are available at StopPests.org and other materials as appropriate.
 - c. Provide PHAs with telephonic, email, web-based, and, as a last resort, on-site technical assistance.
 - d. Recommend the use by housing providers of qualified pest management professionals with industry-approved and administered certifications for green pest control practices, bed bug experience, and IPM best practices.
 - e. Participate in update calls with HUD on a regular basis at HUD's request.
3. Provide technical assistance and consultation services. These may include, but are not limited to, the following activities:
 - a. Phone interviews and advice; teleconferences; and electronic presentations such as GoToMeeting, webinars or document sharing for discussion with one or more housing providers;
 - b. Reviewing housing providers' pest protocols including the pesticides and techniques used for cockroach and bed bug control;
 - c. Encouraging the use of non-chemical methods where appropriate;
 - d. Reviewing existing pest control specifications and contract language and recommending improvements;
 - e. Reviewing and commenting on pest infestation prevention plans and methods for resident reporting;
 - f. Providing advice on effective bed bug prevention and management.
4. Evaluate its project with the goal of improving future work and:
 - a. Design appropriate evaluation metrics and instruments;
 - b. Create a database of published literature relating to IPM and bed bugs in housing, including any information available on the costs of implementing IPM and the most appropriate bed bug detection and control methods (budget considerations) for affordable housing;

- c. Use the standardized assessment instrument that can be used to assess any multifamily IPM program.
 - d. Identify elements to be evaluated.
5. Identify and create resources for overcoming barriers to IPM:
- a. Continue the blog and website StopPests.org, including a list of training opportunities and items that StopPests.org users are interested in hearing or knowing about;
 - b. Continue gathering pertinent resources;
 - c. Update materials as needed. Prepare a technical review of existing bed bug-related guidance materials to identify documents of sufficient quality and appropriate for affordable housing residents and managers; report list of these materials to HUD; and support HUD should the Department create new bed bug materials;
 - d. Design and deliver a series of five webinars that:
 - i. bolster housing providers' skills in IPM and points to resources;
 - ii. highlight recent research findings and how they can be practically applied to affordable housing;
 - iii. help with the most challenging aspects of implementation, based on experiences with housing providers and from published research;
 - iv. coordinate with private/public entities to build capacity for in-house IPM practitioners; are interactive and interesting, bringing the newest research to housing providers; and their questions back to researchers.
 - e. Support housing authorities that were previously trained to help them progress and respond to any needs for additional technical assistance.
 - f. Emphasize exclusion as an IPM method (reiterating what CDC presents on mosquito control including window screens to prevent mosquito access to indoors as a way to prevent disease, etc.)
 - g. Enact further activities deemed necessary by HUD, USDA, and other partners.
6. Build interest in IPM in affordable housing and demand for support by:
- a. Keeping an inventory of PHAs that receive training or technical assistance;
 - b. Continuing to communicate with entities performing related work, to synergize and avoid duplication with other organizations, including the Healthy Homes Training Center, Environmental Protection Agency (EPA), HUD, Centers for Disease Control (CDC), USDA, USGBC, Asthma Regional Council, universities, and multifamily housing providers;
 - c. Representing IPM in affordable housing at national, regional, and state venues, sharing results and inspiring interest by presenting the existing 1, 2, 4, or 6-hour training presentations;
 - d. Reaching out to new stakeholders and more diverse audiences; and
 - e. Conducting other activities as appropriate, including regular consultations with and updates to HUD OLHCHH during the period of performance of IAA (see reports under Deliverables).
7. Continue to receive guidance and advice from the existing StopPests Advisory Committee. A priority for this project will be to identify recent IPM research findings and disseminate them.

8. Develop and pilot in the state of Virginia model contract language for use by affordable housing providers that covers IPM best practices for common household pests (cockroaches, rodents) and bedbugs. This task will determine if the model contract language can be effectively implemented by affordable housing provider(s) in Virginia as part of the overall training and technical assistance structure of this project. It will be critical for the project staff to work with the PHA provider's procurement staff to time the change of contract language to its pest contract schedule. NIFA understands that the success of this task depends on the willingness of housing provider(s) to participate and the availability of a housing provider needing a new pest control contract or contractor. It may be necessary for this task to be completed via a sub-award. The cost of a sub-contract or sub-grant for this task shall not exceed \$20,000. Depending on the proposal to perform this task, some of these funds may be used in the pilot for devices of pest detection or control if the housing provider is unable to cover all the costs to implement the model contract. If the model contract specification proves effective, the StopPests project team will distribute this model language to affordable housing providers by posting on the StopPests website and other more active dissemination outreach. NIFA will be consulted on the scope and details of this task before this task begins as anticipated during FY 2016-2017.
9. Provide quarterly and annual reports to NIFA. Reports will include accomplishments for the period and technical support provided during the period and a summary of amount of funding remaining. Also, note that Section PART VI, D., Expected Outcomes and Reporting Requirements describes NIFA reporting requirements, including the requirements in the NIFA award terms and conditions.

10. Deliverables for FYs 2016-2019

Year 1	<p>Hire staff. Recruit or re-confirm trainers/technical assistance providers.</p> <p>Build connections to housing providers' procurement officers, NOAAH, NAHRO, PHADA, Cooperative Extension educators, HUD field staff, and other organizations as needed.</p> <p>Develop a plan for delivering presentations/trainings at strategically selected conferences during each year of the agreement as well as potential webinars to be completed during the performance period.</p> <p>Distribute online <i>PHA Guide to Implementing IPM</i>. Assess and assist housing providers, beginning with telephone and email information exchange, resulting in at least 10 on-site trainings.</p> <p>Perform Task 8.</p>
Year 2	Assess and assist at least 15 housing providers using established methods. Develop a list of technically adequate and appropriate bed bug guidance materials.
Year 3	Assess and assist at least 15 housing providers.

Year 4	Assess and assist at least 10 housing providers.
As needed during IAA performance period	Evaluate progress of Housing Providers and report on the effectiveness of the model contract for IPM and bed bugs and the pilot implementing this contract language; develop solutions that are nationally replicable. Present series of 5 webinars. Perform Task 7.
During IAA performance period	Complete IPM on-site trainings for a minimum of 50 housing providers. Provide substantive technical assistance consulting services to a minimum of new 20 housing providers per year. Provide brief quarterly progress reports comparing quarter's progress to benchmarks in work plan. Provide an annual report, which is due March 1 of each year comparing to benchmarks in work plan.
60 days after IAA ends	Deliver the final report to NIFA.

c. Field 12. Add Other Attachments

See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status.

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. This section of the Guide includes information about the people who require a Senior/Key Person Profile, and details about the Biographical Sketch and the Current and Pending Support, including a link to a suggested template for the Current and Pending Support.

5. R&R Personal Data

As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. However, NIFA strongly encourages applicants to provide the requested information to help NIFA identify and address any inequities based on gender, race, ethnicity, or disability of its proposed PDs/PIs and co-PDs/PIs. Information not submitted will seriously undermine the statistical validity, and therefore the usefulness, of information received from others. The information you submit will be kept confidential and will be used only for tracking and statistical purposes necessary to meet the demands of the agency and will not be part of the review process.

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

Applicants must complete one SF 424 (R&R) Budget (Total Fed + Non-Fed form) for each 12-month period, plus a cumulative budget form for the entire project.

NIFA does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria.

For further information and instructions regarding indirect costs, refer to Part V, section 7.9 of the NIFA Grants.gov Application Guide. For indirect cost funding restrictions, refer to Part IV,

D. of this RFA.

7. Supplemental Information Form

Information related to the questions on this form is in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

- a. **Field 2. Program to which you are applying.** Enter the program code name “**IFPS, Admin. Discretionary & Reim. Extension**” and the program code “**FF-F**”. Note that accurate entry of the program code is very important for proper and timely processing of an application.
- b. **Field 8. Conflict of Interest List.** See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

C. Submission Dates and Times

Prior to electronic submission of the application via Grants.gov, it is strongly recommended that an administrative review be conducted to ensure that an application complies with all application preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.

Applications must be received by Grants.gov by **5:00 p.m. Eastern Time on September 19, 2016**. Applications received after this deadline will normally not be considered for funding.

If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.

We send email correspondence to the AR regarding the status of submitted applications. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 15 days of the established deadline, contact the Agency Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel.** Once the application has been assigned a proposal number, this number should be cited on all future correspondence.

D. Funding Restrictions

Section 713 of the FY 2016 Consolidated Appropriations Act continues the limit on indirect

costs to 30 percent of the total Federal funds provided (or 42.857 percent of total direct costs) under each award. See Part V section 7.9 of the NIFA Grants.gov Application Guide for further indirect cost information.

If your institution does not have, or cannot obtain, a negotiated rate, you must calculate an indirect cost rate in order to request indirect costs. You should calculate an indirect cost rate based on actual costs for the entire organization from the most recently completed accounting year. If no prior cost history exists, you should use budgeted costs for the entire organization. You should follow the example(s) found at http://nifa.usda.gov/business/indirect_cost_process.html for information regarding this process. You may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "None requested" should be written in this space.

You may not use grant funds awarded under this authority to renovate or refurbish research, education, or extension space; purchase or install fixed equipment in such space; or the plan, repair, rehabilitate, acquire, or construction of buildings or facilities.

The funding period will commence on the effective date cited in the award instrument. Any such limitation also applies to subcontracts made under awards subject to a funding period limitation.

E. Other Submission Requirements

You should follow the submission requirements noted in Part IV, section 1.9 in the document entitled “NIFA Grants.gov Application Guide.”

For information about the **status of a submitted application**, see Part III., section 6. of the NIFA Grants.gov Application Guide.

See Part V., Section 4.12. of the NIFA Grants.gov Application Guide (Field 12 on the Form) for instructions regarding **mandatory** Felony Convictions or Tax Delinquent Status”.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

We evaluate each application in a 2-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a technical review panel will evaluate applications that meet the administrative requirements.

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

When each peer review panel has completed its deliberations, the responsible program staff will recommend that the project: (a) be approved for support from currently available funds or (b) be declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD/PI and/or with the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

B. Evaluation Criteria

We will use the evaluation criteria below to review applications submitted in response to this RFA:

1. Merit of Promoting Integrated Pest Management in Affordable Housing Applications – 40 points

- a. Documentation in the proposal is adequate that the project is directed toward the specific program area objectives identified in this RFA;
- b. Project objectives and deliverables are clearly described, adequate, and appropriate;
- c. Proposed approach, procedures, or methodologies are innovative, original, clearly described, suitable, and feasible;
- d. Expected results are clearly stated, measurable, and achievable within the allotted time frame;
- e. Proposed activities fill knowledge gaps that are critical to the development of practices and programs to address the stated problem or issue; and

- f. Proposed activities lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group.

2. Qualifications of Project Personnel, Adequacy of Facilities, and Project Management – 30 points

- a. Roles of key personnel are clearly defined;
- b. Key personnel have sufficient expertise to complete the proposed project, and where appropriate, partnerships with other institutions are established;
- c. Evidence of institutional capacity and competence in the proposed area of work is provided;
- d. Support personnel, facilities, and communication resources are sufficient;
- e. A clear plan is articulated for project management, including time allocated for attainment of objectives and delivery of products, maintenance of partnerships and collaborations, and a strategy to enhance communication, data sharing, and reporting among members of the project team; and

3. Evaluation – 15 Points

This criterion is used to assess the adequacy of the evaluation design and its capacity to measure the extent to which program objectives are met and build upon any outcomes to date.

4. Budget and Budget Narrative – 15 points

The total budget adequately supports the project and is cost effective based on the budget and budget justification provided. The budget clearly allocates sufficient resources to carry out necessary activities that will lead to desired outcomes. Other budget elements considered include: the necessity and reasonableness of costs to carry out project activities and achieve project objective and the adequacy of time committed to the project by key project personnel.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See <https://nifa.usda.gov/resource/nifa-peer-review-process-competitive-grant-applications> for further information about conflicts of interest and confidentiality as related to the peer review process.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis. This requirement is part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. We will provide you copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits

under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

E. Application Disposition

An application may be withdrawn at any time before a final funding decision is made regarding the application. Each application that is not selected for funding, including those that are withdrawn, will be retained by NIFA for a period of three years.

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant shall be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum:

- (1) Legal name and address of performing organization or institution to which the director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number and the Federal Agency Identification Number assigned by NIFA;
- (5) Project period, specifying the amount of time NIFA intends to support the project without requiring recompetition for funds;
- (6) Total amount of financial assistance approved for the award;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> to view NIFA award terms and conditions);
- (10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

- (11) Other information or provisions deemed necessary by NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These may include, but are not limited to, the ones listed on the NIFA web page – <http://nifa.usda.gov/federal-regulations>.

NIFA Federal Assistance Policy Guide, a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary is available at <http://nifa.usda.gov/policy-guide>.

Responsible and Ethical Conduct of Research

Please refer to Part II, D. for more information.

D. Expected Program Outputs and Reporting Requirements

Provide quarterly and annual reports to NIFA. Reports will include accomplishments for the period and technical support provided during the period and a summary of amount of funding remaining.

The output and reporting requirements are included in the award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> for information about NIFA award terms). If there are any program or award-specific award terms, those, if any, will be identified in the award.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Herbert Bolton

Title: National Program Leader

Unit: Institute of Food Production and Sustainability

Location: 3343 Waterfront Centre

Phone: (202) 401-4201

Fax: (202) 401-1782

Email: hbolton@nifa.usda.gov

Administrative/Business Contacts –

Bruce Mertz

Unit: Office of Grants and Financial Management

Location: 2174 Waterfront Centre

Phone: (202) 401-5062

Fax: 202-401-2880

Email: bmertz@nifa.usda.gov

Sondra Watkins

Unit: Office of Grants and Financial Management

Location: 2170 Waterfront Centre

Phone: (202) 401-4249

Fax: (202) 401-6271

Email: swatkins@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Access to Review Information

We will send copies of reviews, not including the identity of reviewers, and a summary of the panel comments to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

2. Changes in Project Plans

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. The awardee must request, and the ADO must approve in writing, all changes in approved goals or objectives prior to effecting such changes. In no event shall requests be approved for changes that are outside the scope of the original approved project.

c. The awardee must request, and the ADO must approve in writing, all changes in approved project leadership or the replacement or reassignment of other key project personnel, prior to effecting such changes.

d. The awardee must request, and the ADO must approve in writing, all transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not federal funds are involved, prior to instituting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended without additional financial support, for such additional period(s) necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed any applicable statutory limit or expiring appropriation limitation. The terms and conditions of award include information about no-cost extensions of the award and when ADO's prior approval is necessary.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes, if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles,

Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

This program is excluded from the scope of the Executive Order 12372." See, e.g., CFDA 2015 print catalog at Appendix I, page AA-1 (Dec. 2015). Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

E. Definitions

Please refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions](#), for applicable definitions for this NIFA grant program.

For the purpose of this program, the following additional definitions are applicable:

Eligible Housing Providers. This interagency agreement does not limit participation to public housing agencies. Project-based Section 8 property owners/agents and housing shelters, Tribally Designated Housing Entities (TDHEs) and Section 202 and 811 properties (for the elderly and disabled), may also participate in this project by receiving training and technical assistance and information on StopPests activities and events. Both PHAs and project-based Section 8 owners/agents are referred to as "housing providers" or "providers."

Integrated Pest Management (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." (Food, Conservation, and Energy Act of 2008). The National IPM Roadmap (2013) provides further description of IPM (see <http://nifa.usda.gov/sites/default/files/resources/National%20Road%20Map%20for%20Integrated%20Pest%20Management.pdf>).

NAHRO The National Association of Housing and Redevelopment Officials.

NOAAH National Association of African Americans in Housing.

PHADA Public Housing Authorities Directors Association.

USGBC U.S. Green Building Council.