

# PEST MANAGEMENT ALLIANCE GRANT PROGRAM

## PART 1 | 2016–17 SOLICITATION

### PEST MANAGEMENT ALLIANCE GRANTS

The Department of Pesticide Regulation’s (DPR) Pest Management Alliance Grant Program will fund projects that focus on adoption of integrated pest management (IPM) practices in agricultural, urban, or wildland settings. IPM is a long-term, preventive approach to managing pests that combines biological, cultural, physical, and/or chemical options. IPM involves a decision-making process based on pest identification, knowledge of pest biology, population monitoring, and action thresholds. Pest management practices that are effective and economically viable are used in a manner that benefits consumers, growers, farm workers, urban communities, and the environment. Pesticides are used when necessary for effective pest management.

**Selected projects will promote adoption of established IPM practices that reduce use of pesticides of human health or environmental concern<sup>1</sup> through the guidance of a collaborative team of knowledgeable participants known as an Alliance.** This team may include interested parties such as commodity group representatives, growers, university researchers, urban or industry representatives, landscape professionals, conservation agencies, and sustainability/certification programs. Alliance Grant projects should provide evidence that adoption is taking place by the end of the grant period. Research may be a minor component of the overall project, but DPR will not fund Alliance Grant projects that focus on research. Please see DPR’s Pest Management Research Grant Program for research related projects.

**DPR’s Alliance Grant managers will actively participate as members of the Alliance team to help create collaborative partnerships, set priorities, and assist in carrying out the project.** As appropriate, DPR may provide in-kind support including scientific analysis, writing and editing assistance, and collaborative networking and outreach.

Find summaries of past Alliance Grant projects and final reports of project accomplishments at <http://www.cdpr.ca.gov/docs/pestmgt/grants/alliance/index.htm>.

### IMPORTANT DATES

Phase I, Concepts	Jan 4, 2016	Release grant solicitation
	Jan 12, 2016	Webinar for instructions and questions regarding the FFAST Application Submittal Tool (See <a href="#">Conference Calls and Webinar</a> )
	Jan 19, 2016	Conference call for questions about the Alliance Grant Program and Solicitation (See <a href="#">Conference Calls and Webinar</a> )
	Feb 5, 2016	Concepts due by 5:00 p.m.
Phase II, Proposals	Feb 26, 2016	Notice of invitation to submit proposals
	April 1, 2016	Proposals due by 5:00 p.m.
	Jun 30, 2016	Grants awarded
Project	Sep 1, 2016	Project start date
	Jan 31, 2019	All sub-contract work must be completed
	Mar 29, 2019	All work must be completed
	May 1, 2019	Final invoices due

<sup>1</sup> “Human health or environmental concern” is intentionally open-ended to allow groups to make their own case for project need and impact. DPR does not maintain a comprehensive list of pesticides of human health or environmental concern.

## GRANT SUBMISSION STAGES

**Phase I, Concepts:** The concept is a concise description of the project including goals and objectives, Alliance team members, education and outreach, and measures of project success.

**Phase II, Proposals:** *Proposals are by invitation only.* The proposal is an expansion of the concept and should provide straightforward descriptions of the project and the IPM issues it will address, including a detailed scope of work, a committed team, specific measures of success, and a budget justification.

## FUNDING

On July 1, 2016, (upon approval of California's 2016-17 state budget), a total of \$400,000 will be available for Alliance Grant projects. DPR will consider proposals requesting \$50,000 to \$400,000. Projects that receive funding will begin when DPR and the grantee execute a grant agreement no later than September 1, 2016.

**DPR will only fund projects whose primary goal is the adoption of urban, agricultural, or wildland IPM practices that reduce the use of pesticides of human health or environmental concern.**

DPR may not fund any project or portion of a project deemed to promote or disparage any brand or contradict the Department's regulatory program. Therefore, DPR must approve any deliverables before final release.

## TIMELINE

Projects may not begin before July 1, 2016 and are expected to begin no later than September 1, 2016. The grant agreement must be fully executed before any work begins. All project work must be completed by March 29, 2019. Contract work must be completed by January 31, 2019. The final invoice is due by May 1, 2019. Extensions of any kind are not permissible under this program.

## ELIGIBILITY

Government and tribal agencies, universities, colleges, consultants, pest control businesses, commodity groups, marketing orders, and nonprofit organizations that carry out their projects in California are eligible. DPR employees are not eligible to receive funds. Members of DPR's Pest Management Advisory Committee (PMAC) are not eligible to receive funds unless they recuse themselves from participating in the grant review process. However, the organizations with which the members are associated are eligible for funding. See the PMAC Website<sup>2</sup> for a list of committee members. Management Team members (see page 5) cannot have outstanding fines or penalties with DPR or the County Agricultural Commissioners.

## REQUIRED REPORTS AND MEETINGS

### Reports

- **Quarterly Progress Reports:** Concise quarterly reports include summaries of project activities, completed milestones, and unexpected problems or special situations. They are due every three months after the project begins.
- **Annual Reports:** Annual reports include results to date, problems encountered, milestones achieved, and plans for the following year. They are due every 12 months after the project begins.
- **Final Report:** The final report describes how project goals and objectives have been fulfilled, summarizes and evaluates project activities and accomplishments, and includes recommendations for outreach and/or project expansion. A draft of the final report is due by March 8, 2019, with the final version incorporating suggested edits due no later than March 29, 2019.

### Meetings

- **Administrative Meeting:** The Grant Manager(s), grant administrator(s), principal investigator(s), and procurement, billing, and accounting staff associated with the project will meet within 30 days after the agreement is executed. At this meeting, all grant administrative processes and procedure requirements will be discussed, and any questions regarding project objectives and tasks will be addressed.

<sup>2</sup> <http://www.cdpr.ca.gov/docs/dept/pmac/pmaclink.htm>

- **Initial Alliance Team Meeting:** The Grant Manager(s), management team members, and team partners will meet within 30 days after the agreement is executed. At this meeting, the initial activities of the project will be discussed and roles of the participants will be outlined, and any questions regarding the execution of project objectives and tasks will be addressed. (Administrative staff do not need to attend.)
- **Project Update Meetings:** Project update meetings will occur at least twice annually. The meeting form—in-person or conference call—is at the discretion of the Grant Managers. The principal investigator(s) must provide to the Grant Managers and team members the meeting dates and locations (or call-in numbers if meeting is via conference call) at least two weeks in advance.
- **DPR Presentation:** The principal investigator(s) will make a summary presentation to DPR (which may include PMAC) at DPR headquarters during the grant's final year. The presentation will provide information about project goals, objectives, and results.

## FAAST

### ONLINE CONCEPT & PROPOSAL SUBMISSION TOOL

DPR contracted with the State Water Resource Control Board (SWRCB) to host the concept and proposal submission processes through their Web-based Financial Assistance Application Submittal Tool (FAAST). In order to submit a concept or proposal, the applicant must first register with FAAST. The applicant will then be able to log on to their account and save, edit, and submit their responses.

The FAAST site includes a series of tabs (General Information, Project Budget, Funding, Questionnaire, and Attachments), each with an associated list of questions and response boxes. Please read the instructions below carefully to determine how each question should be answered. Some questions that appear on the FAAST site are specific to the SWRCB and do not require a response for this grant.

**NOTE:** For those who copy and paste from word processor documents (such as Microsoft Word), please be aware that text from word processors may include hidden formatting code (characters) which count towards the maximum allowed characters in a FAAST text box. In addition, FAAST may change word processor characters into unexpected symbols such as upside-down question marks (¿). To avoid these issues, first copy the text into a text editor such as Notepad.

FAAST can be accessed at <https://faast.waterboards.ca.gov/>. Use the Internet Explorer (IE) browser for best results. **FAAST is not available on the first weekend of every month (6:00 a.m. Saturday through 8:00 a.m. Monday) due to system maintenance.** See [Questions and Answers](#) for information on where to get help with the solicitation or FAAST tool.

## PHASE I, CONCEPTS

### CONCEPT QUESTIONS GUIDE FOR FFAST

Log into FFAST and choose the RFP: 2016/2017 Pest Management Alliance Grant Program.

Under the Status Tab, it will state Phase I. The instructions below are organized to follow the structure of the FFAST system.

#### General Information Tab

- Confirm that any pre-populated information is correct. (Applicant/Survey Taker, Applicant Organization, Applicant Division, Submitting Organization, Submitting Division, etc.)
- **Project Title:** Enter a concise, descriptive title for the project. (125 character maximum.)
- **Project Description:** Enter a short descriptive summary of the project. (1000 character maximum.)
- **Project Location**
  - **Latitude:** Leave blank.
  - **Longitude:** Leave blank.
  - **Watershed:** Leave blank.
  - **County:** Select the primary county where the project will take place. If more than one county or all counties, select “Multiple counties” or “Statewide.”
  - **Responsible Regional Water Board:** Select “Statewide.”

#### Project Budget Tab

- **Funds Requested (\$):** Enter the total dollar amount requested.
- **Local Cost Match (\$):** Leave blank. Cost match is not allowed. Projects must be stand-alone.<sup>3</sup>
- **Total Budget (\$):** Enter the sum of the funds requested.
- **Applicant Federal Tax ID:** Required for grant submission.
- **DUNS Number:** Optional. (Not required at this time.)

#### Funding Tab

- Confirm that you wish to apply for this grant by clicking the “Apply?” box next to the Pest Management Alliance Grant Program description.

#### Questionnaire Tab

##### 1. Project Overview

- 1.1. **Abstract:** Provide an abstract of the proposed project. **Include the pesticide-related problems that the project addresses and how the project outcomes may contribute to an IPM-based solution.** Include the goals and objectives. (4000 characters maximum.)
- 1.2. **Economic considerations:** For a pest management practice to be voluntarily adopted, it needs to be economically feasible as well as effective at controlling the pest(s). An estimate of the cost of materials and labor can be useful in promoting adoption of an effective practice. Will the project be able to present cost information of the IPM practices it explores? If the question is not applicable to the project, explain why. (2000 characters maximum.)
- 1.3. **California Stakeholders:** A stakeholder can be defined as an individual or group with an interest, concern, or connection to the pesticide-related problems or the IPM-based solutions that the project plans to address. Who are the project’s primary stakeholders in California, and why would they be interested in the project’s outcome? (2000 characters maximum.)

<sup>3</sup> Cost Match: It is permissible for the proposed project to be a component of a larger project funded by multiple sources, but the proposed project cannot be dependent on other funding sources for completion of any task or deliverable included in this concept or proposal. A proposed project must be complete with its own goals, outcomes, and deliverables, all of which must be completed entirely using the requested dollar amount. The DPR-funded portion of any larger project must be “stand-alone”: If all aspects of the larger project were taken away, the DPR-funded project must still be able to achieve all objectives and deliverables. In-kind or matching contributions of effort, equipment, or materials by team members are allowed, however (see In-Kind Funds).

## 2. Project Summary

- 2.1. **Tasks:** Briefly outline the key tasks (activities) of the project. (2000 characters maximum.)
- 2.2. **Timeline:** Provide a timeline for completion of tasks. Assume a start date of September 1, 2015, and an end date no later than March 30, 2018, when all work must be completed. (Billable work performed under contracts must be completed by January 31, 2018.) (2000 characters maximum.)
- 2.3. **IPM Practices:** Identify the IPM practices advocated by the project and briefly justify their readiness for adoption. Discuss their effectiveness as pest management tools and their potential environmental and economic benefits compared to current conventional practices. (2000 characters maximum.)

## 3. Principal Investigator(s) and Team

- 3.1. **Management Team:** List the principal investigator(s) and the Management Team. Include their affiliations, expertise, and role in the project. The Management Team is the group that meets regularly to make decisions about the project. The ideal management team is a diverse group that can collectively address all aspects of the pest management project. (2000 characters maximum.)
- 3.2. **Team Partners:** List the proposed Team Partners, including their affiliations, expertise, and their roles in the project. Team Partners are those involved in the activities of the Alliance Grant project but not part of project management. Team Partners provide outreach to stakeholders, complete project tasks, and give feedback to the Management Team. (2000 characters maximum.)
- 3.3. **Résumés:** Combine the résumés or curricula vitae of the principal investigator(s) and management team members into a single portable document format (PDF). While there is no page limit for the PDF of the combined résumés, please limit the length of each individual résumé to two pages or less. Résumés should focus on the skills, publications, and work relevant to the project. See instructions under the [Attachments tab](#) section for directions on how to upload your attachment to the FFAST system.

## 4. Education and Outreach

- 4.1. **Target audience:** List the target audience(s) that would likely adopt IPM practices as a result of this project. (1000 characters maximum.)
- 4.2. **Outreach:** How will the project be communicated with the target audience to increase adoption of IPM practices? What outreach materials will be developed? Do the project results have the potential to reach beyond the target audience? If so, to whom and how? (2000 characters maximum.)

## 5. Measures of Success

- 5.1. **Project success:** What quantitative and qualitative measures can be used to determine the project's success in meeting its goals and objectives? (Maximum of 2000 characters.)

### Attachments Tab

Under the Attachment Category drop down menu, select "Résumés."

- Use the Browse button to navigate to your saved PDF document completed in Question 3.3 containing the résumés or curricula vitae of the principal investigator(s) and management team members.
- Enter "Résumés" as the Attachment Title.
- Click "Attach Selected File."

### Status Tab

The status tab allows the user to view the progress and status of the application. This tab is for viewing only.

**UPON COMPLETION OF CONCEPT QUESTIONS, CONTINUE TO THE [SUBMISSION OF CONCEPTS AND PROPOSALS](#) SECTION FOR DETAILED INSTRUCTIONS ON THE SUBMISSION PROCESS.**

## PHASE II, PROPOSALS

**Proposals are by invitation only. You must have prior approval in the form of an invitation from DPR in order to submit a full proposal. Uninvited proposals will not be reviewed.**

### PROPOSAL QUESTIONS GUIDE FOR FAAST

Log into FAAST and choose the RFP: 2016/17 Pest Management Alliance Grant Program. Under the Status Tab, it will state Phase II.

The General Information Tab, Project Budget Tab, and Funding Tab were completed during Phase I, but may be edited if needed. Please enter the information requested in the new Phase II Questionnaire Tab and Attachments Tab.

#### Questionnaire Tab

##### 1. Project Overview/Background

- 1.1. **Abstract:** Provide an abstract of the proposed project. Include the pesticide-related problems that the project addresses and how the project outcomes may contribute to an IPM-based solution. (4000 characters maximum.)
- 1.2. **Current pest management practices and risks:** Identify the key pests that the project will focus on. (If too numerous to list in the space provided, please list important examples.) Describe the most common practices and pesticides used to control these pests and the human health and/or environmental risks posed by these pesticides. (Examples: Risks to the quality of ground water, soil, surface water, or air; risks to the safety or health of workers, the general public, wildlife, or endangered species; drift, runoff, or leaching; and contributions to atmospheric volatile organic compounds [VOCs]). (4000 characters maximum.)
- 1.3. **IPM Practices:** Describe the specific IPM practices being advocated by the project and justify why they are ready for adoption. (4000 characters maximum.)

##### 2. Goals and Objectives

- 2.1. **Goals:** Describe the overall goals for the project. For example: “Reduce the use of organophosphates in fresh-market tomato production by 20 percent in three years.” (1000 characters maximum.)
- 2.2. **Objectives:** Describe measurable objectives, including specific target dates of completion. Relate objectives directly to the pesticide-related issues to be addressed. For example: “Promote use of pheromone mating disruption (instead of organophosphate use) to manage codling moth by 12 growers with over 20 acres each by the end of the 2017 season.” (2000 characters maximum.)
- 2.3. **Benefits/Feasibility:** Describe any environmental benefits expected from the project and the project’s economic feasibility. (2000 characters maximum.)

##### 3. Audience, Deliverables, Measures of Success

- 3.1. **Audience/Area:** Describe the target audience and/or geographic area that will be addressed. For example: “The project will take place in Fresno city parks, which are visited by thousands of people each year. Training courses are expected to reach 30 municipal staff.” (2000 characters maximum.)
- 3.2. **Communication/Outreach:** Describe the framework in place (or planned) to effectively communicate IPM practices, including economic data and other project results to the target audience (e.g., Field day to demonstrate IPM practices). (2000 characters maximum.)
- 3.3. **Potential for expansion:** Describe any plans for continued adoption that will generate desired outcomes beyond the life of the grant or enable the results of the grant to be expanded to new geographic areas or target audiences. (2000 characters maximum.)
- 3.4. **Measures of Success:** Describe the method for evaluating and measuring how the project has achieved each of the goals and objectives, including adoption of IPM practices. Emphasize

measures of success that can be quantified. Include possible barriers to project success and a plan to overcome them. (2000 characters maximum.)

#### 4.0 Scope of Work and Budget

4.0.1 Download the “Scope and Budget” form located at the DPR website here: <http://www.cdpr.ca.gov/docs/pestmgt/grants/alliance/solicitation.htm>. The form is an Excel Workbook consisting of five worksheets, tabbed at the bottom of each page for easy navigation. Use this form to enter details about the project’s scope of work and budget. Each worksheet has instructions and questions regarding goals and objectives (1. Goals Objectives Worksheet), tasks and deliverables (2. Tasks Worksheet), line item budget (3. Line Item Budget Worksheet), task budget (4. Task Budget Worksheet), and timeline (5. Task List Timeline Worksheet). See instructions under the [Attachments tab](#) section for directions on how to upload your attachment to the FFAST system. There are two versions of the form available:

- **Scope and Budget (PC).**

<http://www.cdpr.ca.gov/docs/pestmgt/grants/alliance/solicitation/attachipc.xlsx>.

This worksheet is for use with a Windows-based personal computer (PC). You will need to use a computer capable of opening an Excel document with an .xlsx extension (Excel 2007 or later). Use of earlier versions of Excel may result in compatibility issues and lack of functionality.

- **Scope and Budget (Mac).**

<http://www.cdpr.ca.gov/docs/pestmgt/grants/alliance/solicitation/attachimac.xlsx>.

This workbook is for use with Apple computers to address compatibility issues between Windows and Apple. You will need to use a computer capable of opening an Excel document with an .xlsx extension (Excel 2008 or later). Use of earlier versions of Excel may result in compatibility issues and lack of functionality. If problems are encountered, please use the PC workbook on a Windows-based personal computer.

#### 4.1 Budget Narrative

4.1.1 **Personnel:** Personnel Services consists of salaries and benefits for staff directly involved in the planning and implementation of the project who receive their grant funds (salary, travel, operating expenses, or equipment) through the same organization as the principal investigator<sup>4</sup>. If they cannot receive funds through the principal investigator’s organization, they are **not** considered personnel staff. They may still receive grant funds, however, if they are listed in the budget under Contracts. Personnel does not include office support staff involved in activities such as procurement, billing, accounting, legal, and other administrative functions. Instead, those activities should be considered in the budget under Overhead.

- For each personnel staff receiving salary from the project, include the annual salary (\$/year), the percent time (100% = full time, 40-hour workweek), and the benefits as a percentage of salary for each fiscal year of the project. Factor in any annual salary or benefit increases. Fiscal years run from July 1st through June 30th. (Example: Post-doc \$39,866 per year with 3% increase in years 2 and 3, 48% time years 1 and 2, 100% time year 3; benefits 21%, with estimated 2% annual increase. (2000 characters maximum.)

4.1.2 **In-Kind Contributions**<sup>5</sup>: Identify any sources of in-kind services as they relate to the proposed project (see footnote for information on what is allowed). In-kind services are not

<sup>4</sup> Exceptions may exist for federal agencies that establish Research Service Agreements (RSAs) with State Cooperative Institutions and other colleges or universities for the acquisition of goods and services.

<sup>5</sup> **In-kind contributions:** Project activities conducted by team members that have been approved by their employers to be compensated with existing employer funds at the time of proposal submission.

**Allowed:**

- Personnel time given to project by team members.

required for receiving an award. They should be identified here if they are needed to explain how an otherwise unfunded task is accomplished. Keep in mind that while the Pest Management Alliance Grant Program encourages the collaboration with and leveraging of complementary projects, all tasks and deliverables of projects funded through this grant program must be able to be accomplished entirely on grant funding alone. (1000 characters maximum.)

- 4.1.3 **Operating Expenses:** Briefly describe any operating expenses the project personnel (see 4.1.1) will incur (e.g. pesticides, seeds, software licenses, office supplies). Any labor should be listed under personnel or contracts, not operating expenses. (1000 characters maximum.)
- 4.1.4 **Travel:** Briefly describe any travel expenses that will be incurred by project personnel<sup>7</sup>. All travel must be within California. Identify the personnel that will incur the travel expenses, the types of travel, and the frequency. Include travel to meetings with the Grant Manager and project team members that might be required under the terms of the prospective grant agreement. (For example: Post-doc and field assistant to make approximately 20 trips to local field sites, principal investigator and post doc to travel to biannual meetings with Grant Manager and project team.) Include a reasonable percentage of monthly leased vehicle expenses if applicable. (1500 characters maximum.)
- 4.1.5 **Equipment:** Equipment is defined as any one durable, reusable item with residual value costing more than \$500 and must be intrinsic to the approved project. Briefly list any equipment and justify why it is needed by the project. Equipment purchased with grant funds are the property of DPR and shall be returned to DPR at the end of the grant term. (1000 characters maximum.)
- 4.1.6 **Contracts:** List any professional and consultant services you expect will be needed to complete project tasks. Include any team members who will require funds from the grant but cannot be considered “Personnel” because they are affiliated with a different organization than the principal investigator. Briefly justify why these contracts are needed by the project. (1500 characters maximum.)

## 5 Principal Investigators and Team

- 5.1 **Management Team:** List the principal investigator(s) and the Management Team. Include their affiliations, expertise, and role in the project. (Maximum of 2000 characters.)
- 5.2 **Team Partners:** List the proposed Team Partners, including their affiliations, expertise, and their roles in the project. (Maximum of 2000 characters.)
- 5.3 **Résumés:** Combine the résumés or curricula vitae of the principal investigator(s) and management team members into a single PDF document. You may use the same document submitted during the concept phase if there are no changes. See instructions under the [Attachments tab](#) section for directions on how to upload your attachment to the FFAST system.

## 6 Letters of Commitment

- 6.1 Compile letters of commitment from management team members (letters from team partners are not necessary) into a single PDF document. Please do not identify DPR staff as management team members in the proposal. **DPR staff will be assigned as part of the management team when grants are awarded.** See instructions under the [Attachments tab](#) section for directions on how to upload your attachment to the FFAST system.

- 
- Use of team member’s existing equipment or facilities.
  - Donation of materials by team members.

**Not allowed:**

- Project tasks that are simultaneously funded by more than one source.
- Project tasks reliant on labor or outcomes of activities that are not part of the DPR-funded project.

## 7 Literature Cited

**7.1** Compile a list of literature cited (if applicable) into a single PDF document. Examples of literature include scientific journal articles, technical reports, etc. See instructions under the [Attachments tab](#) section for directions on how to upload your attachment to the FAAST system.

## 8 General Information

**8.1 Resubmission:** Indicate if this project idea has been submitted for funding under the DPR Alliance Grant Program before. Use the text box to indicate what year the project idea was previously submitted and discuss how previous reviewer's concerns stated in the notification letter were addressed in this current submission. (Maximum 2000 characters.)

No, this project idea is not a resubmission       Yes, this project idea is a resubmission

**8.2 Notification:** When a project is chosen for funding, a notification letter and an e-mail will be sent to the organization address and submitter's e-mail address associated with the submitter's FAAST account. If you would prefer the notification letter to be sent to a different address, enter it in the text box below. Additional e-mail addresses to receive notification of award may also be added here. (Maximum of 1000 characters.)

**8.3 Signatory Authority:** The signatory authority is the person duly authorized to execute all grant-related documents in the name of the applicant. At academic and governmental institutions, the signatory authority usually is NOT the same as the principal investigator. Enter the name and contact information for the signatory authority in the text box below. (Maximum of 1000 characters.)

**8.4 Media Contact:** The media contact is the organization's contact person for media inquiries. If the organization does not have an official media contact, the principal investigator may be designated. Enter the name and contact information for the media contact in the text box below. (Maximum of 1000 characters.)

## 9 Additional Information

**9.1 Optional.** We understand that certain projects may not lend themselves as easily as others in formulating answers to the questions in this application. You may submit a one page (maximum) document of any information (text, graphs, photos, etc.) not covered in the previous questions that you think important for reviewers to know. Save your one page document as a PDF entitled "Additional Information." See instructions under the [Attachments tab](#) section for directions on how to upload your attachment to the FAAST system.

### Attachments Tab

**Scope and Budget:** Under the Attachment Category drop down menu, select "Scope and Budget."

- Use the Browse button to navigate to your saved Scope and Budget Excel worksheet that you downloaded from the DPR website and completed in Question 2.1.
- Enter "Scope and Budget" as the Attachment Title.
- Click "Attach Selected File."

**Résumés:** Under the Attachment Category drop down menu, select "Résumés."

- Use the Browse button to navigate to your saved PDF document completed in Question 6.3 containing the résumés or curricula vitae of the principal investigator(s) and management team members.
- Enter "Résumés" as the Attachment Title.
- Click "Attach Selected File."

**Letters of Commitment:** Under the Attachment Category drop down menu, select “Letters of Commitment.”

- Use the Browse button to navigate to your saved PDF document completed in Question 7 containing letters of commitment from Management Team members.
- Enter “Letters of Commitment” as the Attachment Title.
- Click “Attach Selected File.”

**Literature Cited:** Under the Attachment Category drop down menu, select “Literature Cited.”

- Use the Browse button to navigate to your saved PDF document completed in Question 8.1 containing a list of literature cited in the proposal.
- Enter “Literature Cited” as the Attachment Title.
- Click “Attach Selected File.”

**Optional:** Under the Attachment Category drop down menu, select “Additional Information.”

- Use the Browse button to navigate to your saved PDF document completed in Question 7.1 containing any important information not covered in previous questions.
- Enter “Additional Information” as the Attachment Title.
- Click “Attach Selected File.”

### Status Tab

The Status tab allows the user to view the progress and status of the application. This tab is for viewing only.

## SUBMISSION OF CONCEPTS OR PROPOSALS

### Preview and Submit

- To preview your application, click a “Preview/Submit” button located on all tabs except for the Status Tab.
- To print your application, use the print function on your web browser to print the preview.
- The “Back to Application/Survey” button will allow you to exit the preview without submitting.
- The “Application/Survey Completion Check” button will check that all required fields have been answered. **NOTE: The Application/Survey completion check will not check for any unanswered questions in the Questionnaire Tab.**
- Once the Application is complete, the “Certification and Submission Statement” will appear. By initializing the certification statement, you are verifying under penalty of perjury that the following statements are true:
  - The information entered on the behalf of the Applicant Organization is true and complete to the best of your knowledge.
  - You are an employee or a consultant for the Applicant Organization and are authorized to submit the application on behalf of the Applicant Organization.
  - You understand that any false, incomplete, or incorrect statements made may result in the disqualification of this application.
- To submit the Application, read the “Certification and Submission Statement,” verify that the certification requirements are met by entering your initials, and click the “Submit Application/Survey” button. *It is not possible to make edits after submission. Be absolutely sure you have completed the application to your satisfaction before clicking Submit.*

## SELECTION PROCESS

The questions and guidelines for reviewers are included here to assist the applicant in understanding the selection process. Applicants are encouraged to use these review questions as a checklist to ensure that they have been addressed in their application.

### CONCEPT REVIEW

DPR staff will review all concepts to determine which applicants will be invited to submit a full proposal. Concept feedback will be included in a letter mailed to the applicant after the review process is completed. There is no official ranking point system at the concept level. In general, concepts will be reviewed for strengths and weaknesses in the following areas:

1. **OVERVIEW:** The reviewer's overall assessment of the project. The following will be considered: (a) Does the project fulfill a pest management need and will it provide significant benefits? (b) Are the problems from pesticide use clearly described, and is the project likely to contribute to an IPM-based solution to reduce pesticide related problems? (c) Are the overall goals and objectives for the project clearly stated, important, and reasonably achievable within the grant period?
2. **SCOPE OF WORK:** The project's feasibility and readiness for adoption. The following will be considered: (a) Are the IPM practices proven and ready for adoption? (b) Will the tasks and objectives achieve the goal(s) of the project? (c) Is the timeline reasonable to complete the key activities and achieve the project's objectives?
3. **ADOPTABILITY:** The potential of the IPM practices promoted in the project to be adopted by the target audience. The following will be considered: For a pest management practice to be voluntarily adopted on a wide scale, it needs to be economically feasible as well as effective at controlling the pest(s). Will the project consider both the economic feasibility and efficacy of the IPM practices promoted in the project?
4. **PRINCIPAL INVESTIGATOR(S) AND TEAM:** The expertise level of the principal investigator(s), the management team, and team partners to complete the project successfully. The following will be considered: (a) Do the principal investigator(s), management team members, and team partners have the background and technical experience to complete the project?

### PROPOSAL REVIEW

Proposals will be reviewed by the PMAC and DPR staff. The PMAC reviewers are from diverse affiliations with expertise in pest management. The committee's role, as specified in law and regulations, is to review proposals for adoptability and merit and recommend to DPR's director which proposals should be funded. The director then makes the final decision. Feedback on the proposal will be included in a letter mailed to the applicant after the review process is completed.

Below is the point system that all reviewers will be asked to use to initially score each project. Proposal reviewers will have access to both the concept and the proposal submissions during their review. Each section is assigned a maximum number of points that can be received. The total points a project can receive is 100. The scores are then ranked and used by reviewers as the basis for discussing the merits of applications during a review meeting where the final recommendations are determined.

1. **PROJECT OVERVIEW/BACKGROUND:** The reviewer's overall assessment of the project. The following will be considered:
  - 1.1. Is the project needed and will it provide significant benefits?
    - 1.1.1. Maximum of **10 points**, with 1 = poor and 10 = excellent.
  - 1.2. Is the applicant's knowledge of the pests and current common management methods consistent with the expertise necessary to accomplish the project's goals and objective?
    - 1.2.1. Maximum of **10 points**, with 1 = poor and 10 = excellent.

- 1.3. Is the project likely to contribute to a readily adoptable IPM-based solution to reduce pesticide related risks?
  - 1.3.1. Maximum of **10 points**, with 1 = poor and 10 = excellent.
  
2. **GOALS AND OBJECTIVES:** The project's goals, objectives and environmental benefits. The following will be considered:
  - 2.1 Are the overall goals and objectives for the project clearly stated, important, and reasonably achievable within the grant period?
    - 2.1.1 Maximum of **10 points**, with 1 = poor and 10 = excellent.
  - 2.2 Have the environmental benefits and economic feasibility been adequately addressed?
    - 2.2.1 Maximum of **10 points**, with 1 = poor and 10 = excellent.
  
3. **AUDIENCE, DELIVERABLES, MEASURES OF SUCCESS:** The outreach framework, target audience and measures of success. The following will be considered:
  - 3.1. Is the quality and quantity of the project's outreach component sufficient to reach a suitable target audience?
    - 3.1.1. Maximum of **10 points**, with 1 = poor and 10 = excellent.
  - 3.2. Has the project been designed to continue beyond the life of the grant?
    - 3.2.1. Maximum of **10 points**, with 1 = poor and 10 = excellent.
  - 3.3. Does the project present quantifiable measures of success and address potential barriers to adoption?
    - 3.3.1. Maximum of **10 points**, with 1 = poor and 10 = excellent.
  
4. **BUDGET:** The likelihood that the budget will allow completion of the project and that the project's value is worth the amount of funds requested. The following will be considered:
  - 4.1. Is the Line Item Budget (Worksheet 3 of Scope and Budget Form) reasonable to complete the project?
  - 4.2. Is the Task Budget (Worksheet 4 of Scope and Budget Form) reasonable and does it effectively link project expenses to tasks?
  - 4.3. Do the answers to the budget narrative questions (personnel, supplies, travel, equipment, and contracts) successfully justify project expenses?

The Budget section is worth a maximum of **10 points**, with 1 = poor and 10 = excellent.
  
5. **PRINCIPAL INVESTIGATOR(S) AND TEAM:** The expertise level of the principal investigator(s), management team, and team partners to complete the project successfully. The following will be considered:
  - 5.1. Do the principal investigator(s), management team, and team partners have the background, breadth, and technical experience to complete the project?
    - 5.1.1. Maximum of **10 points**, with 1 = poor and 10 = excellent.

### QUESTIONS & ANSWERS

**Pest Management Alliance Grant Questions:** Please see the [Questions and answers](#)<sup>6</sup> document for answers to frequently asked questions.

Or contact Mark Robertson at [Mark.Robertson@cdpr.ca.gov](mailto:Mark.Robertson@cdpr.ca.gov) or (916) 324-2451.

**FAAST Submission Tool Questions:** Please see the FAQ link and User Manual link available at the [FAAST](#)<sup>7</sup> website. The FAAST Help Desk can be reached at [faast\\_admin@waterboards.ca.gov](mailto:faast_admin@waterboards.ca.gov) or (866) 434-1083. It is open 8:00 a.m.–5:00 p.m., Monday through Friday.

**NOTE: FAAST is not available on the first weekend of every month (from 6:00 a.m. on Saturday to 8:00 a.m. on Monday) due to System Maintenance. Please plan in advance for these closures in order to meet concept and proposal deadlines.**

#### Conference Calls and Webinars (Voluntary)

**FAAST:** Webinar for instructions on how to submit applications using the FAAST application submittal tool

Time: January 12, 10:00 a.m.

Phone: 1-888-417-0485

Passcode: 569 749 1

Go to Webinar: <https://waterboards.webex.com/waterboards>

Locate the FAAST Training webinar

Click “Join” and enter your name and email address if requested

Webinar Password: CDPR

Note: If the meeting is not listed, click on “Unlisted Meeting” in the left hand column and enter the following Meeting Number: 745 256 808

**Alliance Grant:** Conference call for general questions about the Alliance Grant Program and Solicitation.

Time: January 19, 9:30 a.m.

Phone: 877-820-7831

Passcode: 357242

### FEEDBACK

We continue to strive to create a Pest Management Grants Program application and review process that is straight-forward and easy to use. Your input is valuable in letting us know what we are doing right and where we may be able to improve. We appreciate your constructive feedback in the form of comments and suggestions regarding our Pest Management Grants Program and application process. Anonymous feedback can be submitted at the [Pest Management Grants Feedback](#) page.

<sup>6</sup> [http://www.cdpr.ca.gov/docs/pestmgmt/grants/alliance/solicitation/q\\_and\\_a.pdf](http://www.cdpr.ca.gov/docs/pestmgmt/grants/alliance/solicitation/q_and_a.pdf)

<sup>7</sup> <https://faast.waterboards.ca.gov/>