




**ODA Administered  
Pesticide Stewardship Partnership  
Technical Assistance  
2017-2019 Grant Program  
Guidelines and Application**

**Oregon Dept. of Agriculture  
Pesticides Program  
635 Capitol St NE • Salem, OR 97301-2532  
Contact: Kirk V. Cook, RG  
Pesticide Stewardship Program  
541-841-0074 • [kcook@oda.state.or.us](mailto:kcook@oda.state.or.us)**



**ODA Administered  
PSP Technical Assistance 2017-19 Grant Program  
Request for Proposals (RFP)**

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**What is the Pesticide Stewardship Partnership (PSP) Program:**

The PSP is a program designed to reduce the potential environmental impact of pesticides on Oregon's water bodies, and the organisms that depend on these habitats. The PSP program uses local expertise combined with pesticide monitoring data to encourage voluntary changes in pesticide use and practices, which result in measurable improvements in water quality for aquatic life and humans. There are currently eight (8) designated PSP projects in Oregon: Amazon Creek, Pudding, Yamhill, Clackamas, Hood River, Wasco, Walla-Walla (Milton-Freewater) and the Middle Rogue and two pilot areas, Middle Deschutes (Madras) and the South Umpqua (Roseburg).

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

The Oregon Department of Agriculture has received an appropriation from the legislature to support pesticide stewardship technical assistance projects for proposals in existing PSP watersheds through a grant program. This grant program is conducted through a competitive. The WQPMT reviews proposals and makes recommendations for project selection. ODA will administer the grant contracts.

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

**Qualifying Projects:**

Proposed project(s) must focus on preventing and/or reducing the risk posed by pesticides from entering water systems in agricultural, urban, rural residential or forestry environments. Project duration will be for approximately 18 months and must conclude by June 30, 2019. For a project to be considered eligible for funding, work must take place in designated PSP watersheds and should address at least two of the following elements:

- Projects designed to reduce or eliminate detection frequencies and/or concentrations of pesticides in water within designated PSP watersheds (Attachment 1)
- Projects that have applicability to, and benefits for, multiple PSP watersheds.

- Collaborations with local, state, tribal, and other special interest entities that leverage expertise, other funds or in-kind services in the PSP watersheds to reduce the input of pesticides into water.
- Demonstration of application technology that reduces off-target movement of pesticides to water or increases on-target application efficiency/cost-savings.
- The implementation and demonstration of proven IPM principles to protect water from pesticide contamination.
- Outreach & education programs that emphasize proper use of pesticides, product selection, label comprehension, or alternative pest control, with well-defined effectiveness metrics.
- Demonstration projects and workshops focused on linking behavior changes or implementation of best management practices to reduce and/or prevent pesticide contamination of water.
- Projects that demonstrate how to reduce pesticide runoff or drift into waterways.
- Educational programs specifically for Spanish language non-certified and certified pesticide applicators, which focuses on methods of reducing pesticide runoff or drift.

**Eligibility:**

The following entities can submit projects in currently designated PSP watersheds:

- State, Federal, county and local governments,
- Non-profit organizations,
- Community organizations,
- For-profit organizations such as consultants and retail businesses,
- Soil and Water Conservation Districts (SWCDs),
- Watershed Council,
- Institutions of higher education,
- Industry trade associations,
- Producer groups,
- Commodity commissions
- Tribal entities.

**Funds available:**

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

**PSP Grant Program policies and requirements:**

- ODA will not fund projects with administration costs in excess of (16%) of the total amount awarded.
- Applicant understands that any information submitted within the proposal and any information/findings as a result of the project are a part of the

public domain and will/may be subject to public records requests and will/may be available online (with the exception of specific landowners names and information).

- ODA expects the efficient use of funds within budgeted line items.

**Post award obligation:**

**If project is funded, applicant will be required to:**

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

**For questions about the PSP Grant program contact:**

Kirk V. Cook, RG, Pesticide Stewardship Program

475 NE Bellevue Drive, Suite 110

Bend, OR 97701-7415

541-841-0074 • [kcook@oda.state.or.us](mailto:kcook@oda.state.or.us)

**ODA Administered  
Pesticide Stewardship Partnership  
Technical Assistance  
Grant Program  
2017-2019 Cycle**

**Dates to Remember**

**Proposals are due.....October 31, 2017**  
(Proposals must be postmarked on or before above date for acceptance)

**If your application is approved then:**

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

**Final Report will be due .....June 30, 2019**

**Application Submission Requirements**

- 1. Provide the Oregon Dept. of Agriculture with:**
- 2. One signed original plus 2 printed copies of your completed application**
- 3. One electronic copy (Word) to be emailed to [kcook@oda.state.or.us](mailto:kcook@oda.state.or.us)**
- 4. Originals must be single sided.**
- 5. Subject line on the email must read as follows:**

**Applicant Name\_PSP Grant**

- 6. All printed documents must be mailed to:**

**Attn: PSP Technical Assistance Grant  
Kirk V. Cook, RG  
Pesticide Stewardship Specialist  
Oregon Dept. of Agriculture  
475 NE Bellevue Drive, Suite 110  
Bend, OR 97701-7415**

**PSP Technical Assistance Grant Program  
Proposal Form  
Proposal Due Date: October 31, 2017  
Award Notification: No Later Than December 1, 2017**

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**Project title:** (Please use 6 words or less)

**County or Counties project is located in:**

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

**Type of Entity or Organization:**

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

**PSP dollars requested: \$**

**Total cost of project: \$**

**Name of Applicant or Organization:**

**Contact:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Address:**

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Project Manager for Applicant or Organization:**

**Contact:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Address:**

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Fiscal Agent for Applicant or Organization:**

**Contact:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Address:**

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

## **Project proposal**

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

### **Project Overview:**

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

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

**2. Are there additional partners?** Yes No

**If yes, who are the additional partners and what are their qualifications, roles and responsibilities? Are partner's financial contributors to the proposed project? If so what is their contributing share?**

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

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

**4. Timeline:** This section should describe major and minor milestones (goals) and projected dates of completion. The timeline should not extend beyond June 30, 2017

**5. Performance Monitoring Plan:** In order to define the performance monitoring plan accurately – answers must address following in narrative fashion In order to define the performance monitoring plan accurately – answers must address following in narrative fashion.

- How will you monitor your progress toward achieving each GOAL?
- What are your data sources for monitoring performance? For example, will you conduct surveys or use questionnaires?
- How will you collect the required data? Be sure to include the frequency of your data collection.

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

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

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

### **Budget Narrative**

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

<b>Budget Summary</b>	
<b>Cost Category</b>	<b>Funds Requested</b>
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Performance Monitoring	
Other	



Indirect (allowable 16%)	
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<b>Total Budget</b>	
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**Budget Details:**

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

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

**Personnel Budget Detail**

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

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

**Fringe Benefit Budget Detail**

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

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

**Travel Budget Detail**

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

**Additional justification of travel expenses, as needed:**

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

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

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

**“Equipment” Budget Detail**

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

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

**Supplies Budget Detail**

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

**SAMPLE only - Contractual Budget Detail**

*Per year proposed contractual activity budget:*

<b>Item</b>	<b>Description</b>	<b>Cost</b>
<i>OSU Extension</i>	<i>Spray drift modeling</i>	<i>US\$6,000</i>
<i>Workshop facilities</i>	<i>Room rental and related charges</i>	<i>US\$7,000</i>
<i>Brochures</i>	<i>Flat rate</i>	<i>US\$500</i>
<i>Group Ground Transportation</i>	<i>Between meetings, retail tours, etc.</i>	<i>US\$1,000</i>
<i>Contractor Service Fee</i>	<i>Flat rate</i>	<i>US\$5,000</i>
<b>Contractual Total Cost</b>		<b>US\$19,500</b>

*Contractor responsibilities will include:*

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

**Performance Monitoring**

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

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

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

**SAMPLE only - Other Budget Detail**

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

**6. Mandatory & Suggested Attachments**

Mandatory attachments:

- Maps highlighting specific area of project activities
- Initialed Notice of Grant Condition statement and signed certification form.

Suggested attachments:

- Letters of support
- Statements of participation for cooperating partners
- Supporting research reference
- Photos (please use the same photo points as you will use on interim progress reporting and project completion reports should this project be awarded)

- If this proposal is funded, the applicant will be required to:
  - Sign a Grant Agreement containing the terms and conditions for the project implementation, release of funds, and documentation of completion.
  - Payments will be made only for work started upon signature of the grant agreement by both parties.
  
- Upon signing the Grant Agreement, you will be required to:
  - Certify in the Grant Agreement that prior to starting work on private land, you have or will obtain cooperative agreements with the private landowner(s).
  - Agree that monitoring information resulting from projects are public domain.
  - Determine whether and what permits and licenses are required.
  
- Before ODA releases any payments, you will be required to:
  - Submit a Public Certification Form
  - Submit copies of all applicable permits and licenses from local, state, or federal agencies or governing bodies, or certify that permits and licenses not needed.
  - Complete a ODA Request for Funds Document
  
- Upon completing the project, you will be required to submit a Project Completion Report as required in Grant Agreement

**CERTIFICATION:**

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

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

Applicant  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Co-Applicant  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Agency: \_\_\_\_\_

## Attachment 1

### Current PSP Watersheds

- Currently there are eight partnerships in eight watershed areas. The watersheds include agricultural, urban, rural, and forested areas. ODEQ monitors for over 120 pesticide active ingredients and degradates in local streams.
  - Walla Walla/Milton-Freewater, Wasco/The Dalles, Hood River, Clackamas, Pudding, Yamhill, Amazon Creek/Eugene, Middle Rogue/Medford
- Current partnerships consist of representatives from:
  - Watershed Councils, SWCDs & NRCS
  - OSU Extension and Integrated Plant Protection Center
  - Tribal Governments
  - Grower Groups & Ag Chemical Distributors
  - State Departments of Environmental Quality, Agriculture, Forestry and Oregon Health Authority
- Each partnership is based on voluntary collaboration and focused on local sub-basin issues.
- Streams with elevated pesticide concentrations and/or high number of detections are presented to watershed, grower groups and other partners.
- Voluntary management practices are promoted through workshops, individual technical assistance, and incentive programs.
- Follow-up monitoring to track trends over time.
- Cross-agency coordination is necessary to effectively minimize the impact of pesticides on water quality.

Currently Designated Pesticide Stewardship Partnership Areas  
as of January 2017

