U.S. CONSUMER PRODUCT SAFETY COMMISSION
FUNDING OPPORTUNITY ANNOUNCEMENT

POOL SAFELY GRANT PROGRAM (PSGP)

ANNOUNCEMENT TYPE: NEW GRANT
ANNOUNCEMENT NUMBER: CPSC-22-001

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO. 87.002
FISCAL YEAR 2022

APPLICATION DUE DATE: JUNE 20, 2022

Ensure that your SAM.gov and Grants.gov registrations and passwords are current!
Deadline extensions are not granted for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov
may take up to one month to complete.

Issuance Date: March 30,
2022 Amended: May 31, 2022

U.S. Consumer Product Safety Commission
4330 East West Highway
Bethesda, MD 20814

The purpose of this amendment is to update the POC. PLEASE NOTE THAT THERE IS A CHANGE TO POINT OF CONTACT ON PAGE 1 AND 2 OF THE FOA. Accordingly, the FOA is hereby amended as shown below. The application due date remains unchanged as June 20, 2022 at 11:59 p.m. ET.

POC: Janet Davis, Grants Management Officer
Telephone: 907.271.3036
E-mail: JDavis@denali.gov **Technical Assistance Resources:** https://www.poolsafely.gov

Authority: Virginia Graeme Baker Pool and Spa Safety Act, Public Law No. 110-140, Title XIV, as amended, 15 U.S.C. §§ 8004-8005.

POOL SAFELY GRANT PROGRAM
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
EXECUTIVE SUMMARY

Under the Virginia Graeme Baker Pool and Spa Safety Act (VGB Act), the U.S. Consumer Product Safety Commission (CPSC) is accepting applications for its fiscal year 2022 Pool Safely Grant Program (PSGP). This program aims to prevent drowning and drain entrapments of children in pools and spas, by providing funding to state and local governments. The funding supports drowning prevention education and enforcement of pool safety regulations. CPSC will determine, in its sole discretion, whether an applicant has met the eligibility requirements under the VGB Act for a PSGP funding grant.

Federal Awarding Agency: U.S. Consumer Product Safety Commission
Funding Opportunity Announcement (FOA) Title: Pool Safely Grant Program
Announcement Type: Initial Announcement
Funding Opportunity Number: CPSC-22-001
Catalog of Federal Domestic Assistance Number: 87.002
Type of Award Program: New Grant
Due Date for Applications: June 20, 2022, at 11:59 p.m.
Anticipated Award: September 8, 2022
Anticipated Total Annual Available Funding: $2.0 million
Budget/Project Period Length: Two (2) years
Individual Award Range: $50,000 to $400,000
Cost Share or Match: There are no cost-sharing or matching requirements.

CPSC Contacts

For information on the PSGP, including guidance on issues related to this FOA, contact:

POC: Janet Davis, Grants Management
Officer Telephone: 907.271.3036
E-mail: JDavis@denali.gov

For additional information, visit the CPSC website at: http://www.cpsc.gov.
The *Pool Safely* website is at: https://www.poolsafely.gov.

Grants.gov Contacts

All applicants seeking a grant under this FOA must submit their application through Grants.gov. For help with submitting an application in Grants.gov, contact:

Grants.gov Contact Center
Phone: (800) 518-4726
E-mail: support@grants.gov
iPortal: http://grants.gov/iportal
Note: Applicants should always request a case number when contacting Grants.gov.

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I. Program Description

A. Purpose

This FOA solicits applications for the CPSC's FY 2022 PSGP, in accordance with section 1405 of the VGB Act. This announcement provides potential applicants with details of the requirements to apply for a grant under this program, and it also explains how CPSC will process and evaluate applications for grants.

The purpose of the PSGP is to provide state and local governments with assistance to help implement enforcement and education programs, with the goal of preventing drowning and drain entrapments of children in pools and spas. Under the PSGP, award recipients must allocate their funding, as follows:

1) At least 50 percent of the funding must be used to hire and train enforcement personnel for implementation and enforcement of standards under the state or local swimming pool and spa safety law; and
2) The remainder may be used to:
    a. educate pool construction and installation companies and pool service companies about the standards;
    b. educate pool owners, pool operators, and other members of the public about the standards under the swimming pool and spa safety law and about the prevention of drowning or entrapment of children using swimming pools and spas; and
    c. defray administrative costs associated with such training and education programs.

B. Authority

CPSC derives the authority for the PSGP from the VGB Act, Pub. L. No. 110-140, Title XIV, as amended, 15 U.S.C. §§ 8004-8005.

II. Federal Award Information

A. Type of Award

1) CPSC will issue grants to successful applicants under this funding opportunity.

B. Summary of Funding

Total Funding Available: $2.0 million

Anticipated Number of Awards: 5-10

Expected Amount of Individual Awards: $50,000 to $400,000

Expected Award Date: September 8, 2022

Expected Period of Performance: September 8, 2022–September 7, 2024

III. Eligibility Information

A. Eligible Applicants are entities that fall within one of the two definitions, below. Eligible applicants can contract with other entities, including civic organizations, to achieve some aspects of their proposal.

1) The 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, Midway Island, Wake Island, Kingman Reef, Johnston Island and Canal Zone.

2) Local Governments—political subdivisions of a state, which may include a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, or any agency or instrumentality of a local government.

B. State or Local Law Requirements

1) The applicant must have, in effect, a state or local law that meets the requirements specified in Section 1406(a)(1)(A) of the VGB Act (15 U.S.C. § 8005(a)(1)(A)).

2) Under the VGB Act, the minimum state law requirements for eligibility are:

   a. The enclosure of all outdoor residential pools and spas in the state or locality by barriers to entry that will effectively prevent small children from gaining unsupervised and unfettered access to the pool or spa;

   b. That pools and spas built in the state or locality more than 1 year after the date of the enactment of such state or local law have:

      i. more than 1 drain;
      ii. 1 or more unblockable drains; or
      iii. no main drain.

   c. The applicant must provide for enforcement of the law.

3) The applicant must submit a full copy of the applicable state or local law(s) for eligibility to be determined.

4) The applicant must identify the specific sections of the applicable law(s) that meet each requirement in Section 1406(a)(1)(A) of the VGB Act.

5) Explain how the applicable state or local law meets each requirement in Section 1406(a)(1)(A) of the VGB Act. Annotate or highlight the applicable sections of the state or local law, if that helps to explain how the law meets the VGB requirements.

   Please see: www.poolsafely.gov/pool-spa-safety-act/read/, for additional instructions.

C. Other Eligibility Requirements

1) Funding requests must be at least $50,000 and not exceed $400,000.

2) Applications must be filed by the specified deadline.
3) Each applicant may only file one application per submitting organization.

D. Cost Sharing/Matching Funds

1) This funding opportunity does not require cost sharing.
2) This funding opportunity does not require fund matching.

E. Registration and Application Package

1) Unique entity identifier and System for Award Management (SAM)
    a. To conduct electronic business with the federal government, applicants for this funding opportunity must register with the System for Award Management (SAM) at: www.SAM.gov. SAM is a prerequisite for submitting a grant application successfully under the PSGP.
    b. SAM registration must be updated annually, and applicants are responsible for maintaining their registration with current, accurate information at all times, and they must demonstrate that an entity has an active award from, or an application under consideration by, CPSC.
    c. Applicants should take extreme care to verify that their SAM registration is active, because SAM is a prerequisite to submitting a grant application successfully.
    d. Applicants also must ensure that their Marketing Partner ID Number (MPIN) is current.

NOTE: Do not wait until the last minute to update your registration in SAM. Applicants should ensure that all passwords and registration are current, well in advance of the deadline. It takes 3 to 5 days for an entity's registration to become active.

CPSC may not make a federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time CPSC is ready to make a federal award, CPSC may determine that the applicant is not qualified to receive a federal award and may use that determination as a basis for making a federal award to another applicant.

For more information about registering with SAM, visit: https://sam.gov/SAM/. To consult SAM's Quick Guide for Grant Registrations, visit: https://sam.gov/SAM/pages/public/help/samQUserGuides.jsf.

IV. Application and Submission Information

A. Address to Request Application Package

1. The application package is available at: www.grants.gov under Funding Opportunity Number CPSC-22-001.

a. Applicants for this FOA must apply electronically through Grants.gov. Applicants should register immediately in Grants.gov and become familiar with the Grants.gov application process. If you do not complete the Grants.gov registration process, you will be unable to submit an application for this FOA. The registration process for Grants.gov can take up to 1 month to complete.

b. Instructions on how to register, tutorials, and FAQs are available on the Grants.gov website at: www.grants.gov. Assistance is also available 24 hours a day, 7 days a week (excluding federal holidays) from the Grants.gov help desk at: support@grants.gov, or by phone at: (800) 518-4726.

c. Applicants should also read the Grants.gov Applicant User Guide, which includes detailed information about using the Grants.gov system. The Applicant User Guide contains helpful hints for successful submission. The Grants.gov Applicant User Guide is available at: https://www.grants.gov/web/grants/applicants.html.

d. At www.grants.gov, under the "Applicants" tab, choose Apply for Grants. When using Grants.gov, you will be able to download a copy of the application package, complete the application offline, and then upload and submit the application via the Grants.gov site. Waivers of the electronic submission requirement will not be granted.

e. To be able to register successfully in Grants.gov, you must complete all of the required actions below:

   i. Obtain an organizational Unique Entity ID (UEI) number from SAM.gov. (The DUNS number is no longer needed.)
   ii. Register the organization with System for Award Management (SAM).
   iii. Identify the organization's E-Business Point of Contact (E-Biz POC).
   iv. Confirm the organization's SAM Marketing Partner ID Number (M-PIN) password.
   v. Register and approve an Authorized Organization Representative (AOR).
   vi. Obtain a username and password from the Grants.gov Credential Provider.

f. Applicants must ensure that the AOR is available to submit the application to Grants.gov by the deadline set forth in this announcement. CPSC will not accept submission or resubmission of incomplete, rejected, or otherwise delayed applications after the deadline.

g. All applicants (and sub-recipients of CPSC award funds) are required to have a Unique Entity ID (UEI) number to apply for a grant or cooperative agreement from the federal government. **If on March 31, 2022 you already have a SAM.gov registration, then your entity has already been assigned a Unique**

Entity ID. The UEI from SAM.gov is a unique 12-characcter alphanumeric value provided by the government. There is no charge to obtain a SAM Unique Entity ID. Information about obtaining a UEI number can be found by visiting: https://sam.gov/content/entity-registration or calling the Federal Service Desk (FSD) at (866) 606-8220.

h. Applications will not be reviewed without a UEI number. A missing or incorrect UEI number is the primary reason for applications being "Rejected for Errors" by Grants.gov. CPSC will not extend the deadline for applications with a missing or incorrect UEI number.

2. Applicants are urged to submit your applications several days before the deadline. If for any reason an application is rejected by Grants.gov, the applicant must correct the application and resubmit it to Grants.gov so that the application is validated before the deadline. If an application is submitted more than once before the application deadline, CPSC will accept the applicant's last validated electronic submission as the final and only acceptable submission.

3. To track an application: use the Grants.gov tracking number (GRANTXXXXXXXX) provided in the confirmation e-mail from Grants.gov. For more information about tracking applications, visit: http://www.grants.gov/web/grants/applicants.html.

B. Content and Form of Application Submission

1. The total of all uploaded materials cannot exceed the equivalent of 80 pages when printed. All information submitted via the Grants.gov *Other Attachments Form* should be uploaded in PDF format to ensure that these materials can be opened and reviewed. To be eligible, applications must be complete, within the specified 80-page limit, and validated by Grants.gov under the correct funding opportunity number before the deadline date and time. We strongly urge applicants to print their applications to ensure that the application does not exceed the 80-page limit.

   For information on what is and is not included in the 80-page limit, see the table in Section B. 2. Items marked with "N" under the "Counted in Total Page Limit" column do not count towards the 80-page limit.

2. The table below details the information required for this FOA and the order in which the forms and documents must be submitted.

   CPSC will use documents and forms submitted by applicants marked in the table below as "Required for Completeness" to determine whether an application is complete. Applications that fail to include all "Required for Completeness" forms and documents will be deemed incomplete and ineligible. Failure to include documents indicated as "Required for Review" may lower an application's objective review score.

1) Number the pages of each attachment sequentially, resetting the numbering for each attachment (*i.e.*, start each attachment with page 1). Label every page of the attachment with the attachment number. Do not attempt to number standard OMB-approved form pages.

2) Limit file attachment names to 50 or fewer characters. Use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period (.). Attachments that do not follow this rule will cause the entire application to be rejected by Grants.gov.

3) Documents are to be uploaded in the order provided in the Table into the corresponding sections under the *Other Attachments Form*. (Please note that a separate *Other Attachment* ***File(s)*** *Form*, which is listed as an Optional Document in Grants.gov, is not required and should NOT be submitted).

Applications must include the Forms and Documents listed below in the order specified:

Application Section	Inform-ation Type	Required for Completeness (C)/ Review (R)	Instruction	Counted in Total Page Limit (Y/N)
SF-424: Application for Federal Assistance	Form	C	Complete pages 1, 2, & 3 of the SF-424. See detailed application-specific instructions in Section C: Application Format.	N
Project Abstract (required)	Document	R	Type the title of the funding opportunity and upload the project abstract on page 2 of SF-424, Box 15 (1 page limit).	Y
Additional Congressional Districts (as applicable)	Document		If applicable, awardees serving multiple districts can upload an attachment listing all districts served on page 2 of SF-424, Box 16.	Y
SF-424B: Assurances Non-Construction Programs	Form	C	Provide completed SF-424B Assurances.	N
Grants.gov Lobbying Form (required)	Form	C	Complete this form per the instructions.	N
SF-LLL: Disclosure of Lobbying Activities	Form		Complete this form per the instructions.	N

Application Section	Inform-ation Type	Required for Completeness (C)/ Review (R)	Instruction	Counted in Total Page Limit (Y/N)
(as applicable)				
SF-424A: Budget Information for Non-Construction Programs	Form	R	Complete this form per the instructions.	N
Other Attachments Form	Form		Upload attachments 1-8 (listed below) into this form in the order listed below.	N
Attachment 1: Project Narrative	Document	R	Provide a project narrative.	Y
Attachment 2: Budget Narrative	Document	R	Provide a budget narrative. It is mandatory to utilize the format provided in the sample budget.	Y
Attachment 3: Schedule	Document	R	Provide the 2-year project schedule.	Y
Attachment 4: Staffing Plan	Document	R	Identify staff, responsibilities, and experience related to the grant.	Y
Attachment 5: State Law Eligibility	Document	C	Provide a copy of the state or local law(s), an explanation of satisfaction of VGB Act requirements, and how the jurisdiction provides for enforcement of the law(s).	N
Attachment 6: Indirect Cost Rate Agreement (as applicable)	Document	R	Provide a copy of the Indirect Cost Rate for the current year.	N
Attachment 7: Funding Preference (as applicable)	Document		If requesting the Funding Preference, submit a justification.	N
Attachments 8: Other Relevant Documents (as applicable)	Document		If applicable, include other relevant documents to support the proposed project (no more than 7 attachments).	Y

C. Instructions for Application Documents

SF-424: Application for Federal Assistance

Prepare the SF-424 according to the form's instructions (mouse-over fields for specific instructions) and observe the following guidelines:

Box 1: Type of Submission: Application

Box 2: Type of Application: Select New (new applicants)

Box 3: Date Received: Leave blank

Box 4: Applicant Identifier: Leave blank

Box 5a: Federal Entity Identifier: Leave blank

Box 5b: Federal Award Identifier: Leave blank

Box 6: Leave blank

Box 7: Leave blank

Box 8a: Provide the legal name of the entity that has registered with the System for Award Management (SAM).

Box 8b: Employer/Taxpayer Identification Number (EIN/TIN): Enter applicant's EIN/TIN.

Box 8c: Organizational SAM: Enter the organization's12 character alphanumeric Unique Entity Identifier (SAM).

Box 8d: Address: Enter address: street; city; County/Parish, State, Country or Territory, and 9-digit zip/postal code.

Box 8e: Organizational Unit: Enter the name of the primary organizational unit, department, or division that will undertake the work for which an award is requested.

Box 8f: Name and contact information of person to be contacted on matters involving this application: Provide contact information of Program Director.[1] Enter the first and last name, prefix, middle name, suffix, and title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and e-mail; and fax number.

Box 9: Type of Applicant: Select the appropriate applicant type.

Box 10: Enter Consumer Product Safety Commission.

Box 11: Catalog of Federal Domestic Assistance Number: Enter 87.002.

Box 12: Funding Opportunity Number and Title: Enter CPSC-22-001 and Pool Safely Grant Program, respectively.

Box 13: Competition Identification Number/Title: Leave blank.

Box 14: Areas Affected by Project: Provide a summary of the areas to be served (*e.g.*, if an entire county, state, or territory is proposed to be served, cities do not need to be listed) and upload the summary as a Word document.

[1] The Program Director is responsible for the oversight and day-to-day management of the grant.

Box 15: Descriptive Title of Applicant's Project: Type the title of the FOA (Pool Safely Grant Program) and upload the project abstract. The abstract will count toward the 80-page limit.

Box 16: Congressional Districts: Provide the congressional district where the administrative office of the applicant is located in 16a and the congressional districts to be served by the proposed project in 16b. If information will not fit in the boxes provided, attach a Word document. This document will count toward the 80-page limit. You can locate your administrative office's congressional district via zip code at: https://www.house.gov/representatives/find-your-representative

Box 17: Proposed Project Start and End Date: Insert a proposed project start date of September 2022, and a proposed project end date of September 2024.

Box 18: Estimated Funding: Complete the required information based on the funding request for the proposed project. The funding request should be entered on line a. Federal (not to exceed $400,000). All other sources of funding, including other sources of federal funding, should be entered on the appropriate lines, as applicable. This information should be consistent with the total provided in the 424A Budget Information for Non-Construction Programs form.

Box 19: Review by State: Program is not covered by E.O. 12372.

Box 20: Delinquent on Federal Debt: Select the appropriate box. This question applies to the applicant, not the person who signs as the authorized representative. Categories of federal debt can include, but may not be limited to, delinquent audit disallowances, loans, and taxes. If you answer yes to this question, include an explanation in an attachment.

Box 21: Authorized Representative: The electronic signature in Grants.gov (created when the Grants.gov forms are submitted) is the official signature when applying for a grant award. DO NOT print, sign, and mail this form to CPSC. If the individual signing the form is not the Authorized Representative, the application must include documentation authorizing the submitter to sign on behalf of the Authorized Representative. Upload the authorizing document as part of *Attachment 8: Other Relevant Documents*.

Project Abstract

Summarize your application in a project abstract. In ***SF-424, Box 15***, upload the Project Abstract as a document. CPSC may use your project abstract to inform the public and Congress about your project. Prepare the project abstract so that it is clear, accurate, and concise. Do not reference any other parts of your application in the project abstract.

Submit the abstract in the format below:

a. Line spacing: single-spaced, 1.0
b. Font size: 12 point
c. Limited to one page in length.
d. Paper size: 8.5 by 11 inches
e. Page margin size: 1 inch.

Place the following at the top of the application abstract:

a. Project title
b. Applicant name
c. Pool Safely Grant Program (PSGP) and FOA (CPSC-22-001)
d. Program Director
e. Address
f. Program Director contact numbers (phone and fax)
g. E-mail address
h. Applicant website address (if applicable)
i. Congressional district(s) served by the project site
j. Projected start and end date.

The project abstract narrative should include:

a. A brief description of the applicant's past efforts to improve pool safety,
b. A brief description of the PSGP award proposal, and
c. A brief description of any other relevant information.

SF-424A: Budget Information for Non-Construction Programs
Complete application form SF-424A, *Budget Information for Non-Construction Programs*, provided with the application package. See more information on Budget Requirements in Section Attachment 2: Budget Narrative.

SF-424B: Assurances for Non-Construction Programs
Complete application form SF-424B, *Assurances for Non-Construction Programs*, provided with the application package.

Grants.gov Lobbying Form
Complete the Grants.gov Lobbying form provided with the application package.

SF-424 LLL: Disclosure of Lobbying Activities
Complete the *Disclosure of Lobbying Activities* form provided with the application.

D. Instructions for *Other Attachments Form*

Upload attachments 1 through 8 into the *Other Attachments Form* in the order below:

1) Project Narrative
2) Budget Narrative
3) Schedule
4) Staffing Plan
5) State Law Eligibility
6) Indirect Cost Rate Agreement (as applicable)
7) Funding Preference (as applicable)
8) Other Relevant Documents (as applicable).

Attachment 1: Project Narrative
This section provides a comprehensive framework and description of all aspects of the applicant's proposed project. The narrative should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project. Upload the Project Narrative under Attachment 1.

The narrative must be submitted in the following format:
1) Line Spacing: single-spaced, 1.0
2) Page Limits: reference Section 2.1 for overall application format page limits
3) Font size: 12 point
4) Paper size: 8.5 by 11 inches
5) Page margin size: 1 inch.

Use the section headings below for the project narrative and address activities to be conducted over the entire project period in the order listed below:

(1) Table of Contents
Insert a table of contents with section headers and corresponding page numbers.

(2) Introduction
Reviewers will score this section according to Review Criterion 1 - Introduction, in Section V. Provide an introduction that aids reviewers in understanding the community that will be helped by the proposed project.

Applicants must:
- describe the local community or region to be served, citing relevant demographic data and data related to child drowning and entrapment in swimming pools and spas. A description of the population to be served should include the estimated size of the population, as well as socio-cultural factors. Compare local and/or state data to federal data, where possible, to highlight the specific needs of the community or the region to be served.
- describe the enforcement and education needs of the community as they relate to protecting children from drowning and entrapment in pools and spas.
- describe any current and past efforts to address these needs, explain whether the efforts were successful, and how success was determined.
- show how the community's needs relate to the proposed project objectives set forth in the work plan (see next section).
- identify any factors present in the community that may make enforcement, training, and education authorized under the grant program more difficult (*e.g.*, language, transient populations, ability to inspect public versus private pools).

(3) Work Plan

Reviewers will score this section according to Review Criterion 2 – Work Plan, under Section V. The applicant's work plan provides a framework and describes all aspects of the proposed project. The work plan should be succinct, self-explanatory, and well organized to aid reviewers' understanding of the proposed project.

Use of a tabular format, with rows and columns to display this information, is strongly encouraged for effective organization of the work plan information. The table should include, and clearly illustrate, the project's goals, objectives, strategies, activities, timeframes assigned for work plan execution during project implementation (including completion dates for each activity), and individuals, organizational representatives responsible for carrying out each work plan activity.

In this section, describe the applicant's scope of work for the proposed project under this funding opportunity. The proposed project must be consistent with the required program purposes defined under Section 1405(d) of the VGB Act (reference Section I.A. of this FOA.)

In addition, the scope of work must:

- provide clear project objectives that align with the enforcement and educational requirements for use of grant funds. The project objectives must be S.M.A.R.T. *i.e.*, specific, measurable, achievable, relevant, and time-bound.
- for each project objective, describe the specific activities to be undertaken, and describe how to ensure successful implementation of the proposed project. Each of the activities should be described in detail (*i.e.*, who, what, how, where, and when).
- appropriately incorporate the free CPSC resources of the *Pool Safely* education campaign, as identified in Appendix C. This will ensure accuracy and consistency of training and education activities across all grant recipients.
- Identify plans to collaborate with other stakeholders in planning, designing, and implementing the project (*e.g.*, other state, local, or municipal entities; service organizations; pool construction, installation, and service companies; pool owners and operators; professional organizations; local businesses; school systems; parent/teacher organizations; civic organizations; local public officials; and the media.) Collaborations with other stakeholders are encouraged, but collaborations are not a required element of an awardee's project. Describe the extent to which collaborators reflect the cultural, racial, linguistic and geographic diversity of the populations and communities served. Letters of support should be uploaded under Attachment 8.

(4) Project Evaluation Plan

Reviewers will score this section according to Review Criterion 4 – Project Plan Evaluation, under Section V. Provide a project evaluation plan, including performance measures.

The project evaluation plan must:

- explain how the applicant will gather data relevant to progress in meeting each of the goals and objectives of the grant program, and
- identify the activities the applicant expects to complete during the project period that are relevant to the overall impact of the project. For each identified activity, the plan should also describe the outputs and outcomes (*e.g.*, how many participants, how many materials distributed, what is the change in knowledge), and performance benchmarks for measuring progress of each activity and for measuring project outputs/outcomes.

If CPSC funds a proposed project, grantees must submit a final self-evaluation of the project's goals and objectives based on the grantee's project evaluation plan. The project evaluation plan will be incorporated into the final report under the grant award (reference Appendix B).

Attachment 2: Budget Narrative

Reviewers will score this section according to Review Criterion 3 – Resources and Capabilities, under Section V. To ensure that project budgets adhere to VGB Act requirements, a project-specific line item budget must be submitted. Submit the budget narrative in table format, providing a detailed breakout of costs organized under form SF-424A's object class categories (*e.g.*, personnel, fringe benefits, supplies, other). Upload the budget narrative under Attachment 2. Indirect Cost Rates for the current year from the cognizant federal agency should be included under Attachment 6.

The budget narrative must:

- identify any resources that will be used to contribute to the overall success of the proposed project;
- include a narrative for each budget line item and explain how the costs relate back to the scope of work described in the Project Narrative and the Schedule; and
- identify clearly which initiatives and costs support the enforcement initiatives and which support the education initiatives (including all administrative expenses).

The amount requested on form SF-424 and the amount in the budget narrative must match. Stated differently, the budget requested may not exceed the total award.

Note: Because at least 50 percent of the total award must be spent on training and hiring of enforcement personnel and enforcement activities, all activities should either be identified clearly as either enforcement related (i.e., expenses related to training and

hiring of enforcement personnel and expenses related to enforcement activities), or education-related within the budget narrative.

Refer to Appendix A for the sample budget format and examples.

For additional information on specific allowable costs under the PSGP awards, refer to Appendix A of this funding opportunity.

Attachment 3: Schedule
Reviewers will score this section according to review criteria Work Plan and Schedule in Section V. Provide a descriptive and realistic schedule that fully implements the project within the 2-year period.

The schedule must:

- include milestones aligned with the project goals,
- indicate when each milestone will occur, and
- indicate the person(s) responsible for managing each activity. Applicants should include an organizational chart that shows placement of the project within the state or local agency's organizational structure.

Upload the schedule and organizational chart under Attachment 3.

Attachment 4: Staffing Plan
Reviewers will score this section according to review criteria Resources and Capabilities in Section V. Provide a detailed staffing plan that identifies key staff responsible for managing and implementing the project. Upload the staffing plan under Attachment 4.

The staffing plan must:

- identify the Program Director and any key staff who will manage or participate in key activities funded by the grant and whether the staff is existing, to be hired, or to be engaged under contractual arrangements.
- identify any staff who will monitor contractors' use of funds or provision of services (if applicable).
- describe the qualifications of each staff position (including the Program Director) and how those qualifications relate to the proposed project. In the description of qualifications, include the relevant education, training, experience and expertise, of key personnel, in addition to language fluency and experience working with the populations the proposed project will serve.
- describe each staff position, including the roles and responsibilities under the proposed project to be funded by the grant.
- for each staff position, note all related sources of funding and the amount of time each identified individual will be reasonably expected to devote to the project (expressed as a percentage of a full-time employee).

CPSC encourages applicants to supply this information in a table format. Personnel are to be listed by position title, and specify the name of the individual for each position or title, or note whether the position is vacant.

Attachment 5: Copy of State or Local Pool and Spa Safety Law and Explanation of Eligibility of Law for VGB Act Grants
Applicants must demonstrate that their jurisdiction has enacted or amended a state or local law that meets the minimum state law requirements specified in Section 1406 of the VGB Act (15 U.S.C. § 8005). The applicant must explain how the law meets each of the requirements set forth in Section 1406(a)(1) of the VGB Act and how the applicant provides for enforcement of the law.

> **Additional information regarding requirements for the law is available under Section III.B.2). The copies of the state and/or local law(s) must be uploaded as Attachment 5.**

Attachment 6: Indirect Cost Rate (as applicable)
Applicants that include indirect costs based on a Negotiated Indirect Cost Rate Agreement (NICRA) in the budget must provide the NICRA for the current year from the cognizant federal agency[2] substantiating indirect costs that may be reimbursed as permissible administrative costs under the VGBA. Upload the NICRA from the cognizant agency as Attachment 6.

Attachment 7: Funding Preference (as applicable)
Applicants requesting the "Funding Preference" must provide accurate and reliable data demonstrating that the number of incidents involving child drownings, nonfatal submersions, and drain entrapments in the jurisdiction, relative to the applicable population, significantly exceeds comparable national statistics during comparable periods. Upload the request for the Funding Preference and associated data as Attachment 7.

For more information on the Funding Preference, see page 19.

Attachment 8: Other Attachments
Attach additional information that may support the proposed project (*e.g.*, resumes, charts, organizational brochures, and letters of support from collaborating organizations) under Attachment 8. Do not upload more than seven additional attachments.

E. Submission Dates and Times

The due date for applications under FOA CPSC-22-001 is **June 20, 2022, at 11:59 p.m. ET**. Applications are considered formally submitted when the application has (1) been

[2] The cognizant federal agency is determined by calculating which federal agency provides the most grant and/or cooperative agreement funding to the applicant. Additional guidance regarding indirect cost rate requirements may be found at 2 CFR part 255, Appendix E – State and Local Indirect Cost Rate Proposals. Note the limitations on applying the indirect cost rate under APPENDIX A – Budget Narrative and Allowable and Unallowable Costs.

successfully transmitted electronically by the applicant's Authorized Organization Representative (AOR) through Grants.gov, and (2) has been validated by Grants.gov.

Receipt acknowledgement: Upon receiving an application, Grants.gov will send a series of email messages to the applicant to document the progress of an application through the system.

a) The first e-mail will confirm receipt in the system.
b) The second e-mail will indicate whether the application has been validated successfully by Grants.gov, or has been rejected due to errors.

In limited circumstances CPSC may decide, in its sole discretion, to extend the application deadline.

Note: If the Grants.gov website or related functions are not working properly and applications cannot be submitted during the 24 consecutive hours immediately before the deadline, Grants.gov will notify potential applicants of the system failure and advise whether CPSC will extend the application deadline and provide information on the length of any extension.

If the applicant notifies CPSC of an adverse event occurring within the 24 hours immediately before the deadline that prevents the applicant from submitting the application before the deadline, CPSC will notify the applicant via email about whether CPSC will grant an extension and specify the length of any extension. The applicant must provide supporting facts and details about the adverse event preventing successful submission of the application

Technical difficulties that applicants experience submitting an application (*e.g.*, busy servers, slow Internet or computer connections, slow processing, or large file size) will not result in deadline extensions.

a. Late Applications and Supplemental Materials

Applications that are not "validated" before the deadline by Grants.gov are late, and therefore, they are not eligible for grants under this FOA.

CPSC will only consider materials that are included with an application that Grants.gov validates by the announced deadline. Supplemental materials submitted after the application deadline, or sent directly to CPSC without submission via Grants.gov, will not be added to an application or considered by the Objective Review Committee.

F. Intergovernmental Review

The PSGP is not subject to the provisions of E.O. 12372.

G. Funding Restrictions

1) All PSGP costs must be incurred by the end of the 2-year project/budget period. All costs must be invoiced before the date that is 90-calendar days after the end of the project/budget period.
2) No grant funds may be used to defray pre-award costs.
3) At least 50 percent of grant funds must be used to hire and train enforcement personnel for implementation and enforcement of standards under the state or local swimming pool and spa safety law.
4) Grant funds may not be used to construct, alter, or renovate pools or spas, or to purchase, install, repair, or retrofit pool or spa equipment.

V. Application Review Information

CPSC instituted review criteria and procedures for assessing the technical merit of applications. The review criteria and process helps reviewers judge each application objectively, and they aid applicants' understanding of the standards CPSC uses to judge an application. In addition, CPSC developed critical indicators for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation.

In selecting applicants for grant awards, CPSC is required to allocate grant funds for the purposes defined under Section 1405(d) of the VGB Act (reference Section I.A. of this FOA), to provide the maximum benefit possible for protecting children from drowning or entrapment.

A. Review Criteria

Review criteria, along with specific detail and scoring points, are outlined below. Review criteria are used to review and rank applications. The PSGP application has four review criteria. Subcriteria review points are listed under the individual review criteria.

1. Introduction (25 points)

This section corresponds with the Project Narrative – Introduction, in Section IV.

a. (15 points) Reviewers will examine the population, enforcement, and education needs of the applicant's community, relative to protecting children from drowning and entrapment in swimming pools and spas, as described in the application, and as supported by demographic and other data. This includes analyzing factors in the community that may make enforcement, training, and education more challenging.

b. (10 points) Reviewers will examine an applicant's descriptions of any successful efforts (past or planned) regarding enforcement and education, including how these efforts were successful in addressing the prevention of child drowning or entrapment in swimming pools and spas.

2. Work Plan and Schedule (30 points)

This section corresponds with Project Narrative - Work Plan, under Section IV.

a. (20 points) Reviewers will examine the applicant's description of the specific project objectives needed to accomplish each of applicant's goals; and likewise, reviewers will examine how the applicant's project objectives meet the purposes defined under Section 1405(d) of the VGB Act.

This review includes examination of the extent to which:

1) the applicant's scope of work describes clear project objectives that align with the program requirements defined under Section 1405(d) of the VGB Act.

2) the applicant details (*i.e.*, who, what, how, where, and when) the specific activities they will undertake to achieve each of the project objectives.

3) the applicant identifies and appropriately commits to incorporating CPSC materials into planned training and education.

b. (10 points) Reviewers will also examine:

1) whether the proposed project's objectives are measurable and achievable.

2) whether the application includes a detailed schedule for the 2-year project period, indicating when each activity will occur, and identifying the person(s) responsible for managing each activity. Applicants should include an organizational chart that shows placement of the project within the state or local agency's organizational structure.

3. Resources and Capabilities (30 points)

This section corresponds with Project Narrative - Resources and Capabilities, under Section IV.

a. (10 points) Reviewers will examine the need for, and appropriateness of, the key positions identified and tasked with implementing the proposed project, including the relevance of the job descriptions, roles and responsibilities of each position, and whether the applicant will be able to carry out the project.

b. (10 points) Reviewers will also examine the identification and qualifications of the Program Director and key staff, including:

1) the relevant experience of key personnel, and

2) the amount of time (expressed as a percentage of a full-time employee) each identified individual will be reasonably expected to devote to the project.

c. (10 points) Reviewers will also examine whether the applicant's budget narrative adequately describes each budget line item and demonstrates that the budget is realistic and commensurate with the program requirements, project needs, and 2-year time frame.

4. Project Evaluation Plan (15 points)

This section corresponds with Project Narrative – Project Evaluation Plan, under Section IV.

Reviewers will examine whether the applicant has submitted a project evaluation plan with sufficient details on how the applicant will gather data relevant to progress in:

a. meeting each of the goals and objectives of the grant program.

b. conducting activities within the jurisdiction during the project period that are relevant to the overall impact of the project.

B. Review and Selection Process

Applications that pass the initial eligibility screening will be independently reviewed and rated by an Objective Review Committee (ORC) panel, based on the program elements and review criteria presented. The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application.

The ORC is comprised of federal employees qualified by training and experience in particular fields or disciplines related to the VGB Act. Each reviewer is screened to avoid conflicts of interest and is responsible for providing an objective, unbiased evaluation that is based on the review criteria noted above. The ORC provides CPSC program officials with advice on the merits of each application to determine final award selections.

Eligible applications that receive a final ORC application review score of 70 and above may be considered by CPSC for funding. Awards may be made subject to the availability of appropriations.

Note: CPSC will give priority to state and local governments that have not received a grant under the VGB Act in the preceding fiscal year.

1. Funding Preference

Each eligible application with a final ORC application review score of 70 or above will be assessed to receive a funding preference if the applicant requested the funding preference. A "funding preference" is defined as the favorable adjustment of review scores when applications meet specified criteria.

Under this FOA, CPSC must give a preference to state and local governments with the greatest child drowning and pool safety needs. CPSC will add five points to the final ORC application review scores for eligible applicants whose applications set forth accurate and reliable data demonstrating that the number of incidents involving child drownings, nonfatal submersions, and drain entrapments in the jurisdiction, relative to the applicable population, significantly exceeds comparable national statistics during comparable periods. Information on national pool and spa injury statistics is available athttps://www.cpsc.gov/Research--Statistics/Sports--Recreation.

VI. Award Administration Information

A. Award Notices

CPSC will notify each applicant in writing of the outcome of the objective review process, and will provide a summary of the ORC's assessment of the application's merits and weaknesses, and advise the applicant of whether CPSC selected their application for funding. CPSC may provisionally grant an award on the condition that an applicant submit additional information, or revise certain information (*e.g.*, revised budget, Indirect Cost Rate Agreements), before funding issues under this NoA.

The NoA is the official authorizing award document that sets forth the amount of funds awarded, the terms and conditions of the award, the effective date of the award, and the budget and project periods for which CPSC will provide funding. CPSC anticipates sending the NoAs under this funding announcement on or about September 8, 2022.

B. Post-Grant Award Terms and Conditions

The grantee's Authorized Official must notify the CPSC Program Officer listed on the NoA by email, signifying acceptance of the award. Once the grantee accepts the award, unless the CPSC conditions the award on providing additional information, the CPSC's NoA authorizes grantees to begin working on their grant project.

1. Reporting

Successful applicants under this FOA must comply with the reporting and review activities set forth below:

Audit Requirements
Grant awardees must comply with the requirements of **2 CFR part 200, Subpart F – Audit Requirements**. For more information on the scope, frequency, and other aspects of the audits, visit: http://www.whitehouse.gov/omb/circulars_default.

Federal Financial Report
Grant awardees must submit the Federal Financial Report (FFR), SF-425, within 90 calendar days after the end of the 2-year project period. The FFR provides an accounting of expenditures under the grantee's project during the period of performance. CPSC will

include more specific information in the NoA**.**

SF-270 Drawdown Requests
To request an advance or reimbursement of allowable grant costs, award recipients should submit form SF-270 Request for Advance or Reimbursement. If form SF-270 is incomplete or inaccurate, CPSC will reject payment.

SF-270 Drawdown Requests
To request an advance or reimbursement of allowable grant costs, award recipients should submit form SF-270 Request for Advance or Reimbursement. If form SF-270 is incomplete or inaccurate, CPSC will reject payment.

For Advance Payments:

In accordance with 2 CFR 200.305, the Grantee must maintain procedures to minimize the time elapsed between receiving an advance payment and disbursing the funds to request advanced payments. Advance payments to a grantee must be limited to the minimum amounts needed and timed to be in accord with the actual, immediate cash requirements of the grantee in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the grantee for direct program or project costs and the proportionate share of any allowable indirect costs.

Grantees can elect to request reimbursement payments, rather than advance payments, even if they meet the criteria for advance payments. Grantees who are unwilling or unable to maintain procedures to minimize the time elapsed between receiving an advance payment and disbursing the funds can request only reimbursement payments.

Any costs incurred outside of the grant award's period of performance cannot be paid with grant funds. Any remaining advanced funds at the end of the award's period of performance must be returned to the government and cannot be spent on additional purchases.

At the end of the grant's period of performance, the Grantee must submit a report showing that all advanced funds, except for any funds to be returned, were spent within the grant's period of performance. This report need not include the dates for spending already reported to CPSC in an invoice package for reimbursement or advance payment.

When submitting the SF-270 for advance payment, the Grantee confirms that the advance is necessary due to a lack of cash on hand to administer the grant on a cost-reimbursable basis.

The Grantee will submit a Financial/Progress Report to recover the advanced funds with the next required Financial/Progress Report form, If the grantee is unable to use the advance with the next report, the grantee will be asked to return the unused amount to the CPSC, and future advance requests may be denied,

The Grantee understands the conditions under which the Agency will recover the advance.

- All advances will be at the discretion of the CPSC, and negotiated and approved by the CPSC.

- Advances will be authorized only when, in the judgment of the CPSC, the grantee is unable to secure the purchases through cost reimbursable means.
- All reporting is current, and the grantee is in good standing.
- The grantee has recovered any outstanding advances.

Attach the following documentation:

WRITTEN REQUEST explaining the need for advanced funds, **AND**

PRIOR TO RECEIPT of payment for goods and services, attach estimates, quotes, or purchase agreements for goods or services, including a complete materials list, a purchase shipment date, and a final price, **OR provide a**

RECEIVED GOODS AND SERVICES invoice from the vendor that includes an itemized list of the goods already shipped and received and/or services that have been rendered.

For Reimbursement Payments:

Any costs incurred outside of the grant award's period of performance cannot be paid with grant funds. With each request for reimbursement, the Grantee must provide supporting documentation that shows each expenditure occurred during the Grant's period of performance.

Drawdown Reporting Requirements

Submit a quarterly electronic FFR Cash Transaction Report, SF-425. The report identifies cash expenditures against the authorized funds for the grant or cooperative agreement. The FFR Cash Transaction Reports must be filed within 30 calendar days after the end of each calendar quarter. Failure to submit the report may result in the inability to access award funds.

Progress Reports

The awardee must submit a quarterly Performance Progress Report to CPSC using the SF-PPR within 30 calendar days of the scheduled dates below:

- January 1, 2023
- April 1, 2023
- July 1, 2023
- October 1, 2023
- January 1, 204
- April 1, 2024

Progress reports measure the advancement and performance of the grant's goals and objectives. The reports should present the following information, according to the scheduled activities approved under the grant award:

- Actual versus projected completion status (based on the schedule start and end date of the activity).

- Actual versus projected budget information (based on the schedule start and end date of the activity).
- Accomplishments or work achieved during the quarter.
- Changes in the schedule or work plan, and an explanation for the change, how the change may impact the project, and how the change will be addressed (if needed).
- Please make sure that your progress and final reports address your objectives and performance goals in your workplan. Any final metrics that reference another state/county report as proof of meeting metrics/objectives should be submitted as back up information to support your performance goals.

Final Report
A final report is required within 90 calendar days after the end of the PSGP project period. At a minimum, the report will include the following items:
- The Final Report Template in Appendix B.
- Final reporting on the performance measures target goals and actual outcomes identified under the Project Narrative-Project Evaluation Plan under Section IV.
- Other observations or comments regarding success or recommended improvements to the implemented methodology.

SF-428 Tangible Personal Property Report
Award recipients must submit a Tangible Personal Property Report, SF-428, which is due within 90 days of the project period end date. "Tangible personal property" refers to assets of any kind, except real property, that physically exists. It includes equipment and supplies. The term "tangible personal property" does not include copyrights, patents, or securities. CPSC will provide more specific information on what constitutes tangible personal property in the NoA.

Ad Hoc Submissions
Throughout the project period, CPSC may determine that a project requires the grant recipient to submit additional information beyond the standard deliverables. This information may include, but is not limited to, the information below:
- purchase orders
- contract documentation
- proof of project implementation

2. Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in:

- 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Note: grant funds awarded under this FOA cannot be used for any activities or purposes, except as specifically authorized by the VGB Act. For more information, see Section I.1.3) above.

In addition to the regulatory, statutory, and national policy requirements imposed by regulation, CPSC stresses the following terms and conditions applicable to every award:

Paperwork Reduction Act Requirements
Under the Paperwork Reduction Act, projects that involve collecting information from 10 or more individuals and funding by a grant or a cooperative agreement will be subject to review and approval by the OMB.

Lobbying Restrictions
Grant recipients are prohibited from using CPSC funds to engage in any lobbying activity. Specifically, no part of the federal award must be used to pay the salary or expenses of any grant recipient, sub-recipient, or agent acting for such recipient or sub-recipient related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body.

This prohibition includes grass roots lobbying efforts by grant recipients that are directed at inducing members of the public to contact their elected representatives to urge support of, or opposition to, proposed or pending legislation, appropriations, regulations, administrative actions, or executive orders (collectively, "legislation and other orders"). Other prohibited grass roots lobbying communications by grant recipients using federal funds include any effort to influence legislation through an attempt to affect the opinions of the general public or any segment of the population, if the communications refer to specific legislation and/or other orders, directly express a view on such legislation or other orders, and encourages the audience to take action regarding the matter.

Direct lobbying communications by grant recipients are also prohibited. Direct lobbying includes any attempt to influence legislative or other similar deliberations at all levels of government through communications that directly express a view on proposed or pending legislation, and other orders and that are directed to members, staff, or other employees of a legislative body, or directed to government officials or employees who participate in the formulation of legislation or other orders.

Lobbying prohibitions also extend to include CPSC grants and cooperative agreements that, in whole or in part, involve conferences. Federal funds cannot be used directly or indirectly to encourage participants in such conferences to lobby impermissibly.

However, these prohibitions are not intended to prohibit all interaction with the legislative or executive branches of governments, or to prohibit educational efforts pertaining to activities that are within the scope of the CPSC award. For state, local, and other governmental grantees, certain activities falling within the normal and recognized executive-legislative relationships, or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government, are permissible. There are circumstances for such grantees, in the course of such a normal and recognized executive-legislative relationship,

when it is permissible to provide information to the legislative branch. However, such communications cannot directly urge the decision makers to act on specific legislation or expressly solicit members of the public to contact the decision makers to urge such action.

Grant recipients may use funds only for the authorized purposes for which they received an award. Generally, grant recipients should note that using CPSC funds to develop or disseminate materials that exhibit all three of the following characteristics are prohibited: (1) referring to specific legislation or other order; (2) reflecting a point of view on that legislation or other order; and (3) containing an overt call to action.

Note: under the provisions of 31 U.S.C. section 1352, grant recipients and their sub-tier contractors and/or funded parties are prohibited from using appropriated federal funds to lobby in connection with the award, extension, continuation, renewal, amendment, or modification of the funding mechanism under which monetary assistance was received. In accordance with applicable regulations and law, certain covered entities must give assurances that they will not engage in prohibited activities.

Note: CPSC cautions grant recipients to avoid the appearance of using CPSC funds to perform activities prohibited under federal law.

Grant recipients who violate these lobbying restrictions may face certain penalties, including disallowance of the cost of the activity or action deemed a violation, as well as other potential enforcement actions, as outlined in applicable grant regulations.

Procurement

Grant recipients can acquire a variety of commercially available goods or services in connection with an award-supported project or program. Services provided through contracts and related subcontracts must conform to the authorized purpose of the grant award and all applicable legal restrictions. Awardees can use their own procurement procedures that reflect applicable state and local laws and regulations, as long as those procedures conform to 2 CFR § 200.317 or § 200.318, as applicable. Grant recipients are encouraged to purchase American-made equipment and products with funding the funding they receive from CPSC conform to the Domestic Preference for Procurements regulation (2 CFR 200.322).

Non-Discrimination Requirements

Services funded by the grant or cooperative agreement must be widely accessible. Under Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in programs and activities that receive federal financial assistance (Pub. L. No. 88-352, as amended), services must not discriminate on the basis of age, disability, sex, race, color, national origin, or religion. In some instances, a recipient's failure to provide language assistance services may have the effect of discriminating against persons on the basis of their national origin.

Contractor Employee Whistleblower Protections
Awards issued under CPSC FOAs are subject to the requirements of 48 CFR § 3.908. A standard term and condition of award requires that grantees inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. § 4712 in the predominant native language of the workforce. (Regarding 48 CFR § 3.908, note that use of the terms "contract," "contractor," "subcontract," or "subcontractor," should read "grant," "grantee," "subgrant," or "sub grantee.")

Smoke-Free Workplace
CPSC strongly encourages all award recipients to provide a smoke-free workplace and to discourage using all tobacco products. Furthermore, the Pro-Children Act of 1994, Pub. L. No. 103-227, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, or early childhood development services are provided to children.

Standards for Financial Management
Recipients are required to meet the standards and requirements for financial management systems set forth in 2 CFR § 200 (OMB Circular A-102), as applicable. The financial systems must enable the recipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient to compare actual expenditures or outlays with the approved budget for the award.

CPSC funds must retain their award-specific identity—they may not be commingled with state funds or other federal funds ("Commingling funds" typically means depositing or recording funds in a general account without the ability to identify each specific source of funds for any expenditure.). CPSC advises grant recipients to separate CPSC funds from non-CPSC funds.

Trafficking in Persons
Awards issued under CPSC FOAs are subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104).

APPENDIX A – Budget Narrative and Allowable and Unallowable Costs

Budget Justification Narrative

The budget justification narrative must explain the amounts requested for each line item listed on the SF-424A Object Class Categories. The budget justification narrative should describe how each budget line item will support achieving proposed objectives. Make sure to justify each item listed in the "other" category. If certain budget line items share costs with other project programs, explain how the costs are allocated among the programs.

The budget justification narrative must be concise and should not be used to expand the Project Narrative. Costs must be consistent with information presented in the SF-424a – Budget Information form.

Allowable Costs

Grant recipients can only use funds for purposes consistent with those described under section I.A. of this FOA. Grant recipients must adhere to the funding restrictions in section IV.G of this FOA.

Costs must be reasonable and conform to the requirements under 2 CFR part 200 Uniform Administrative Requirements and Audit Requirements for Federal Grants.

Under the VGB Act, administrative costs are reimbursable under this FOA if they are associated with the programmatic activities in the grant submission. All administrative costs are included in the non-enforcement category of the budget; administrative and educational expenses cannot exceed 50 percent of the grant funds requested.

Only those specific indirect costs that qualify as such administrative costs are reimbursable under this grant.

PLEASE USE THIS FORMAT TO SUBMIT YOUR BUDGET. ***THIS FORMAT IS MANDATORY***

Sample Budget Narrative Format

APPLICANT NAME: - POOL SAFETY GRANT PROGRAM PROJECT NAME:

Project Budget Narrative	Enforcement	Education	Total
a. Personnel	$45,966	$18,092	$64,058
1 FTE Project Manager @ 50% @ $41,600	$15,800	$5,000	
1 FTE Project Coordinator @ 60% @ $37,440	$17,464	$7,000	
1 FTE Enforcement Trainer (Environmental Health Specialist) @ 15% @ 44,062	$6,609		
1 FTE Planning Manager @ 20% @ $60,922	$6,092	$6,092	
b. Fringe Benefits	$16,087.93	$6,332.27	$22,420
Fringe Benefits @ 35% (FICA; Health Insurance; Workers Compensation)			
c. Travel	$968	$623	$1,591
Local mileage reimbursement of 5,000 miles for project staff @ $0.445 per mile	$968	$623	$1,591
d. Equipment			$0
N/A			
e. Supplies	$0	$32,500	$32,500
Printing Costs 20,000 Water Safety Survey ($0.10 ea.)		$2,000	$2,000
Printing Costs 15,000 Water Safety Resource Guides ($0.50 ea.)		$7,500	$7,500
Printing Costs 160,000 Home Pool Inspection Checklists ($0.05 ea.)	$0	$8,000	$8,000
Printing Costs 5,000 Public Pool Safety Signs ($3.00 ea.)	$0	$15,000	$15,000
f. Contractual			$0
N/A			
g. Construction			$0
N/A			

h. Other	$10,000	$20,600	$30,600
Train the Trainer Enforcement Training	$10,000		$10,000
500 Train the Trainer educational packets, including: • Printed workbook ($2.85 unit price) • Sample alarms ($7.65 unit price) • Jump drive to include power point presentation and handouts ($9.00 unit price) • Presentation folders ($0.50) unit price	$10,000		
Educational Events		$8,500	$7,500
Postage to mail Home Pool Inspection Checklists and safety message to 125,000 residential pool owners		$5,000	
Newspaper print advertisements in small circulation newspapers to specific sub-groups in X County, including Hispanics, African-Americans, and LGBTQ community. The advertisements will appear in the following newspapers: A, B, C.		$8,500	
Radio advertisements promoting pool safety messaging		$1,600	
i. Total Direct	$73,021	$71,815	$153,569
j. Indirect Charges @ 23.5% of salary and fringe	$10,802	$4,252	$15,054
k. TOTALS	$83,823	$76,067	$168,622
	50%	45%	

Budget Notes and Examples:

- **Note:** At least 50 percent of award funds must be used for hiring and training personnel for implementation and enforcement. This may include salaries.
- **Example:** Funds may be used to pay for the salaries of enforcement personnel, and they may be used for the salaries of those delivering or administering the grant such as a grants manager. Salaries for enforcement personnel count in the enforcement category; salaries for administrative personnel such as the grants manager count in the administrative category.
- **Example**: Funds used for educating pool construction and installation companies and pool service companies about applicable state or local pool standards or educating pool owners, pool operators, and other members of

the public about the state or local pool standards and about the prevention of drowning or entrapment of children using swimming pools and spas are permissible as education expenses. Administrative costs associated with such activities also count toward the education category.

- **Example:** Funds may not be used to construct, alter, or renovate pools or spas or to purchase, install, repair, or retrofit pool or spa equipment.
- **Example:** Funding can be used to train lifeguards. "Expenses related to training lifeguards do not constitute enforcement expenses; lifeguard training expenses must come from the education funds." .
- **Example:** Funding cannot pay for the salaries of lifeguards, only for their training and for education programs they may run.
- **Examples of allocations include proposing to use funds for:**
  a. 100 percent hiring and training enforcement personnel.
  b. 50 percent (or more) hiring and training enforcement personnel and 50 percent (or less) for education.

     Enforcement funds – Project Coordinator, Enforcement Trainer, Train the Trainer Enforcement Training, registration for attendees, flight, per diem, and local travel for enforcement matters or trainings, CPO training materials, Enforcement mailings, Enforcement supplies, Enforcement stipend

     Education funds – Lifeguard training equipment, materials for conferences (safety message bags, mini beach balls, lifejackets, training kits, throw bags, signs), cost of Lifeguard Instructor Trainer, Lifeguard Instructor Trainer Certification, direct mail campaign, Lifeguard training materials. Administrative expenses (only to be included under Education funds) – Grants administrator, grants management resources

APPENDIX B – Final Report Template

FY 2022 - Pool Safely Grant Program (PSGP) – Final Report		
The PGSP final report must be submitted by grantees within 90 days after the end of the grant project period. Provide the following information, as applicable, to your approved grant project.		
Grantee Name:	**CPSC Grant #**	
Program Director Name:		
Email Address:	**Phone Number:**	
Address:	**State:**	**Zip Code:**
Section 1 - Enforcement Personnel Hiring and Training		
A) Additional personnel hired as a result of the PSGP grant		
1) Goal		
2) Actual		
Nature of employment (*e.g.*, full-time, part-time, seasonal) and responsibilities:		
Impact of additional personnel hired (*e.g.*, *additional inspections achieved, actions taken to correct noncompliant facilities*)		
Additional comments:		
B) Enforcement personnel training sessions (# of training sessions)		
Number of training sessions:		
Goal #:		
Actual #:		
Impact of training (*e.g.*, *creation of new circular, creative delivery of training*)		
Description of CPSC *Pool Safely* materials utilized in training (*e.g.*, list materials, how the materials were employed):		
Additional Comments:		
Section II - Education about the swimming pool and spa safety law and prevention of child drowning and entrapment.		
A) Pool construction and installation companies and pool service companies		
Description of audiences:		
Method(s) of outreach/education:		
Number of outreach events:		
Goal:		
Actual:		
Number and nature of businesses reached (*e.g.*, include the types of businesses and method(s) by which the business were reached, such as events, mailings):		
Goal:		
Actual:		

Describe the Pool Safely materials used in education (List material(s), how materials were employed, and estimated volume distributed to pool construction and installation companies and pool service companies.):
Additional Comments *(i.e., If employing several different methods of outreach, which method worked best?):*
B) Pool owners, pool operators, and other members of the public
Description of audiences (school children, PTAs, public libraries, church groups, youth organizations):
Methods of outreach/education:
Number of outreach events:
Goal:
Actual:
Number of people reached:
Identify the methods of outreach and define how people were reached for each method.
Goal:
Actual:
Describe the *Pool Safely* materials used in education (List material(s), how materials were employed, and estimated volume distributed to pool construction and installation companies and pool service companies.):
Additional comments (i.e., which method of outreach worked best?):
Section III – Products
List of all materials created through the grant (e.g., such as campaign materials, ads, websites) *Attach a copy of the materials in .pdf format, or provide the website.*
Section IV – Recommendations
Identify best practices from the design and implementation of the PSGP project.
Identify challenges from the design and implementation of the PSGP project, and suggestions for improvement.
What was the effectiveness of the *Pool Safely* materials distributed?
What was the overall impact of this project on the community? (Explain and include objective measures to the extent possible).
Attach any additional measures and outcomes of the Project Evaluation Plan provided with your application.

APPENDIX C – CPSC Training and Education Materials

To help ensure accuracy and consistency of training and education programs, funded grant recipients must appropriately incorporate the CPSC resources as part of the design of their proposed programs. All resources are accessible online at: http://www.poolsafely.gov/state-local-officials/tools-resources/, or may be ordered for free by contacting: poolsafely@cpsc.gov.

Enforcement personnel training

CPSC Guidance for Compliance

- The 8-part training videos provides instruction for the proper inspection of pools and spas to comply with the VGB Act. The videos are available online at: https://www.youtube.com/watch?v=aeelmTFpgqc&list=PLNod1nEchwloV_2iurWoiuwx3qZhTqSfQ. The videos are approximately 1-hour long in total and provide an overview of the VGB Act, pool operation and drain entrapment.
- Additional videos for residential pools and spas are:
    - Drain Covers and Your Safety
    - Simple Steps to Safer Pools

Swimming pool and spa safety law education, and prevention of child drowning and entrapment

CPSC offers many education and communications resources. For more information, visit: http://www.poolsafely.gov/news-resources/tools-resources/. Many of these materials are available for free by contacting poolsafely@cpsc.gov.

These resources include:

- Brochures & Tip Cards
- Technical Guides
- Toolkits
- Posters
- Video/Radio PSAs
- Print PSAs
- Outdoor signs & Billboards
- Social Media Tools
- Promotional Items

Other Information

CPSC has set up a technical assistance website to provide applicants with copies of forms, FAQs, and other resources to help organizations submit competitive applications. To review available resources, visit: https://www.poolsafely.gov/about-us/grants/.

ACRONYM LIST

PGSP	Pool Safely Grant Program
FFR	Federal Financial Report
VGB Act	Virginia Graeme Baker Pool and Spa Safety Act
CFDA	Catalog of Federal Domestic Assistance
FOA	Funding Opportunity Announcement
CPSC	Consumer Product Safety Commission
DUNS	Data Universal Numbering System
UEI	Unique Entity Identifier (SAM.gov)
SAM	System for Award Management
AOR	Authorized Organization Representative

GLOSSARY

Applicant: Any user registered with an applicant account type. See also individual applicant and organization applicant.

Application: The specific set of forms, documents, and attachments that comprise an applicant's submission to a federal grant opportunity.

Authorized Organization Representative (AOR): See standard AOR and expanded AOR.

Award: Financial assistance that provides support to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the federal government to an eligible recipient.

Budget: The financial plan for the project or program that the federal awarding agency or pass-through entity approves during the federal award process or in subsequent amendments to the Federal Award. It may include the federal and non-federal share or only the federal share, as determined by the federal awarding agency or pass-through entity.

Catalog of Federal Domestic Assistance (CFDA) number: The number assigned to a federal program in the CFDA.

CFDA Program Title: The title of the program under which the federal award was funded in the CFDA.

Close Date: The deadline designated by the grant-making agency designated for submission of a particular grant application. Also see grace period.

Congressional District: One of a fixed number of districts into which a state is divided, each district electing one member to the national house of representatives. Review the how to find your congressional district for the sf-424 form blog post for more information.

Contract: A legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award.

Contractor: An entity that receives a contract as defined in § 200.22 contract of the OMB uniform grant guidance.

Data Universal Numbering System (DUNS) number: The nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. **After April 3, 2022, non-federal entities will be required to have a UEI number to apply for, receive, and report on a federal award, the DUNS number will no longer be required.**

Document: Information to be uploaded for which no template is provided.

Discretionary Grant: A grant (or cooperative agreement) for which the federal awarding agency generally may select the recipient from among all eligible recipients, may decide to make or not make an award based on the programmatic, technical, or scientific content of an application, and can decide the amount of funding to be awarded.

Expanded Authorized Organization Representative (AOR): An AOR is a member of your organization authorized by the EBIZ POC to submit applications in Grants.gov on behalf of the organization. An applicant user with the Expanded AOR role is authorized to submit any applications on behalf of the organization and has privileges that allow the user to modify organization-level settings in Grants.gov

Form: A file that must be downloaded, completed in the template provided, and then uploaded.

Funding Opportunity Announcement (FOA): A publicly available document by which a federal agency makes known its intentions to award discretionary grants.

Recipient: A non-federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program.

Standard Authorized Organization Representative (AOR): An AOR is a member of your organization authorized by the ebiz POC to submit applications in Grants.gov on behalf of the organization. An applicant user with the standard AOR role can only submit applications when they are a participant of that workspace.

System for Award Management (SAM): SAM validates applicant information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT).

Unique Entity Identifier (UEI): A 12-character alphanumeric value managed, granted, and owned by the government. Uses can get a UEI in SAM.gov – the DUNS number is no longer needed.