U.S. CONSUMER PRODUCT SAFETY COMMISSION
FUNDING OPPORTUNITY ANNOUNCEMENT

Carbon Monoxide Poisoning Prevention Grant Program (COPPGP)

ANNOUNCEMENT TYPE: NEW GRANT
ANNOUNCEMENT NUMBER:
CP-NZB-23-001

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)
NO. 87.003 FISCAL YEAR 2023

APPLICATION DUE DATE: December 15, 2023

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: **September 28, 2023**

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

Authority: Nicholas and Zachary Burt Memorial Carbon Monoxide Poisoning Prevention Act of 2022, Public Law No. 117-103, 15 U.S.C §§ 2051-2090.

Carbon Monoxide Poisoning Prevention Grant Program
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
EXECUTIVE SUMMARY

Under the Nicholas and Zachary Burt Memorial Carbon Monoxide Poisoning Prevention Act, (NZB Act), the U.S. Consumer Product Safety Commission (CPSC) is accepting application for its Fiscal Year 2023 Carbon Monoxide Poisoning Prevention Grant Program (COPPGP). This program aims to prevent carbon monoxide poisoning of children and the elderly in dwelling units and other facilities by providing funding to state, local, and tribal governments that support the installation of CO alarms and training and public education programs to promote the health and public safety of citizens throughout the United States. CPSC will determine whether applicants have met the eligibility requirements under the NZB Act for a COPPGP funding grant.

Federal Awarding Agency: U.S. Consumer Product Safety Commission (CPSC)
Funding Opportunity Announcement (FOA) Title: Carbon Monoxide Poisoning Prevention Grant Program
Announcement Type: Initial Announcement
Funding Opportunity Number: CP-NZB-23-001
Catalog of Federal Domestic Assistance Number: 87.003
Type of Award Program: New Grant
Due Date for Applications: December 15, 2023
Anticipated Award: March 1, 2024
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: Cost Share, 25% (not applicable for Tribal Organizations)

CPSC Contacts

For information on the Carbon Monoxide Poisoning Prevention Grant Program (COPPGP), including guidance on issues related to this FOA, contact:

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Telephone: 301.987.2472
E-mail: zgoldstein@CPSC.gov

Matthew Brookman, Program Official
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E-mail: mbrookman@CPSC.gov

Janet Davis, Grants Management Officer
E-mail: jdavis@denali.gov

Harvey Kincaid, Grants Management Specialist
Telephone: 301.504.7525
E-mail: hkincaid@CPSC.gov

For additional information, visit the CPSC website at: Carbon Monoxide | CPSC.gov

Grants.gov Contacts
All applicants seeking a grant under this FOA must submit their application through Grants.gov. For help with applying 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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1. Program Description

1.1 Purpose

This Funding Opportunity Announcement (FOA) solicits applications for the CPSC's FY 2023 Carbon Monoxide Poisoning Prevention Grant Program (COPPGP), in accordance with section 2090 of the Nicholas and Zachary Burt Memorial Carbon Monoxide Poisoning Prevention Act (NZB Act). This announcement provides potential applicants with details of the requirements to apply for a grant under this program and explains how CPSC will process and evaluate applications.

The burning of fuels produces carbon monoxide, which is a colorless, odorless gas. Exposure to unhealthy levels of carbon monoxide can lead to carbon monoxide poisoning, a serious and potentially deadly health condition. Unintentional carbon monoxide poisoning from motor vehicles and improper operation of fuel-burning appliances, such as furnaces, water heaters, portable generators, and stoves, annually kills more than 400 individuals and sends approximately 15,000 individuals to hospital emergency rooms for treatment. Research shows that installing carbon monoxide alarms close to the sleeping areas in residential homes and other dwelling units can help avoid fatalities.

The purpose of the COPPGP is to provide state, local and tribal governments assistance to help promote the installation of carbon monoxide alarms and develop training and public education programs, with the goal of preventing carbon monoxide poisoning of low-income families, children, and the elderly in dwelling units and other facilities, and to promote the health and public safety of citizens throughout the United States.

Under the COPPGP, award recipients must allocate their funding to:

- Purchase and install compliant carbon monoxide alarms in the dwelling units of low-income families or elderly individuals, and facilities that commonly serve children or the elderly (including childcare facilities, public schools, and senior centers);
- Develop and disseminate training materials, instructors, and any other costs relating to the training sessions authorized under this subsection; or
- Educate the public about—
    i. The risk associated with carbon monoxide as a poison; and
    ii. The importance of proper carbon monoxide alarm use.

Applicants should provide justification for the requested funding, including information related to how the funding will be used, what types of activities will be funded, and what the expected benefit or goal is. Details should be provided that include what types of facilities or dwellings will be part of the program, who the target audience is, and cost estimates for time and material. Information needed to support the applicant's proposal is outlined in Sections 4.3 and 4.9.

1.2 Authority

CPSC derives the authority for the COPPGP from the Nicholas and Zachary Burt Memorial Carbon Monoxide Poisoning Prevention Act of 2022, Pub. L. No. 117-103, 15 U.S.C. § 2090.

2. Federal Award Information

2.1 Type of Award

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

2.2 Summary of Funding

Type of Award Program: New Grant
Due Date for Applications: December 15, 2023
Anticipated Award: March 1, 2024
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: Cost Share, 25% (not applicable for Tribal Organizations)

3. Eligibility Information

3.1 Eligible applicants

Eligible applicants are entities that fall within one of the three definitions below. Eligible applicants may contract with other entities, including civic organizations, to achieve some aspects of their proposal. Each applicant may only file one application per submitting organization.

- State - the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, Wake Island, Midway Island, Kingman Reef, Johnston Island, the Canal Zone, American Samoa, or the Trust Territory of the Pacific Islands and includes the Commonwealth of the Northern Mariana Islands
- Local Governments - any political subdivision 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.
- Tribal Organization - "Tribal organization" or "tribal organization" means the recognized governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: Provided, That in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian tribe, the approval of each such Indian tribe shall be a prerequisite to the letting or making of such contract or grant (25 U.S.C. 5304(l)).

3.2 State or Local Law Requirements

An applicant must have adopted a statute or a rule, regulation, or similar measure with the force and effect of law, which requires compliant carbon monoxide alarms to be installed in dwelling units in accordance with National Fire Protection Association (NFPA) 72, the International Fire Code (IFC), or the International Residential Code (IRC).

The applicant must submit a full copy of the applicable statue or rule, regulation, or similar measure with the force and effect of law, to be uploaded as Attachment 2, for eligibility to be determined. The applicant must identify specific sections of the applicable document that meets the requirement of Section 204(b)(1) of the NZB Act and explain how it meets the requirements of Section 204(b)(1) of the

NZB Act. The applicant may annotate or highlight the applicable sections of the document if that helps to explain how it meets the NZB requirement. Failure to include this information will result in the application being removed from consideration for funding.

3.3 Other Eligibility Requirements

- Applications must be submitted by the specified deadline.
- Applications may be filed on behalf of the State or Tribal organization by the fire safety code enforcement agency of that State or Tribal organization. The fire safety code enforcement agency may submit an application on behalf of an eligible applicant.

3.4 Cost Sharing/Matching Funds

- This funding opportunity requires cost sharing from eligible State and/or Local Government award recipients to provide non-Federal contributions in an amount equal to not less than 25 percent of the amount of Federal funds provided under the grant to administer the program. Failure to address cost sharing will result in the application being ineligible for consideration.
- This funding opportunity does not require cost sharing from Tribal Organization award recipients.
- This funding opportunity does not require fund matching.

4. Application and Submission Information

4.1 Registration (UEI/ SAM)

Unique entity identifier and System for Award Management (SAM)

1. 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 COPPGP.
2. 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.
3. Applicants should take extreme care to verify that their SAM registration is active, because SAM is a prerequisite to submitting a grant application successfully.
4. Applicants also must ensure that their Marketing Partner ID Number (MPIN) is current.

   NOTE: Applicants should not wait until the last minute to update their 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.

   Applicants must have a Unique Entity Identifier (UEI) and be registered in SAM. CPSC is prohibited from making an award to an entity without a UEI or SAM registration.

   For more information about registering with SAM, visit: https://sam.gov/SAM/ and consult SAM's Quick Guide for Grant Registrations.

4.2 Application Package

1. The application package is available at: www.Grants.gov under Funding Opportunity Number CP-NZB-23-001. Applicants 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 apply for this FOA. The registration process for Grants.gov can take up to 1 month to complete. Applications may be requested at the address included above.

2. 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.
3. 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.
4. 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.
5. To be able to register successfully in Grants.gov, you must complete all the required actions below:
    a) Obtain an organizational Unique Entity ID (UEI) number from SAM.gov. (The DUNS number is no longer needed.)
    b) Register the organization with System for Award Management (SAM) and maintain active registration through life of the award. Failure to be registered in SAM will result in making an award to another applicant.
    c) Identify the organization's E-Business Point of Contact (E-Biz POC).
    d) Confirm the organization's SAM Marketing Partner ID Number (M-PIN password.
    e) Register and approve an Authorized Organization Representative (AOR).
    f) Obtain a username and password from the Grants.gov Credential Provider.
6. 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.
7. All applicants (and sub-recipients of CPSC award funds) are required to have a UEI number to apply for a grant or cooperative agreement from the federal government. **If on March 31, 2022 you already had a SAM.gov registration, then your entity has already been assigned a UEI.** The UEI from SAM.gov is a unique 12-character alphanumeric value provided by the government. There is no charge to obtain a SAM UEI. Information about obtaining a UEI number can be found by visiting: https://sam.gov/content/entity-registration or calling the Federal Service Desk at (866) 606-8220.
8. 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.
9. 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 submission.
10. 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.

4.3 Content and Form of Application Submission

1. The total of all uploaded materials cannot exceed the equivalent of 50 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 50-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 before submission to ensure that the application does not exceed the 50-page limit.

   For information on what is and is not included in the 50-page limit, see the table in Section 4.3, below. Items marked with "N" under the "Counted in Total Page Limit" column do not count towards the 50-page limit.

2. A complete application will include the SF-424 family of forms and Abstract. Applications which do not include the Attachments listed below may not indicate eligibility as outlined in the Act and this announcement and therefore would be ineligible. Instructions for preparing the SF-424 can be found in Appendix B.
3. Attachment 2, Legal Eligibility, is required. Attachments 1, 3-4 and 5 should be included to maximize an applicant's objective review score. Attachments 6 and 7 are optional. Formatting for the attachments should be as follows:
   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
4. Pre-applications, letters of intent or white papers may be submitted, but are not necessary. They will not extend the application deadline provided in this announcement or count against the 50-page limit for the application.

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.

Submission Instructions

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 or sought by CPSC 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 Appendix B.	N
Project Abstract (required)	Document	C	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	C	If applicable, awardees serving multiple districts can upload an attachment listing all districts served on page 2 of SF-424, Box 16.	N
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 (if applicable)	Form	C	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)
SF-424A: Budget Information for Non-Construction Programs	Form	C	Complete this form per the instructions.	N
Attachment 1: Introduction	Document	R	Table of contents and introduction.	Y
Attachment 2: Legal Eligibility	Document	C	Provide citation to support that the applicant meets the legal eligibility requirements.	N
Attachment 3: Work Plan, Favorable Consideration Factor	Document	R	Provide details on which activities will be performed, how the applicant will perform the work and how the work might meet the favorable consideration factor.	Y
Attachment 4: Budget Table/Narrative and Schedule	Document	R	Provide a budget narrative and a 2-year project schedule. It is mandatory to utilize the format provided in the sample budget (Appendix A).	Y
Attachment 5: Cost Share (not applicable for Tribal Organizations)	Document	R	Narrative and/ or table to show the source and amount of cost share; must be a minimum of 25% of the total award.	N
Attachment 6: Indirect Cost Rate Agreement (if applicable)	Document	R	Provide a copy of the Indirect Cost Rate for the current year.	N
Attachment 7: Other Relevant Documents (as applicable)	Document	R	If applicable (delegation of Authorized Organizational Representative, etc.).	Y

4.4 Submission Dates and Times

The due date for applications under FOA CP-NZB-23-001 is December 15, 2023, at 11:59 p.m. ET. Applications are considered formally submitted when the application has (1) been 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.

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.

4.5 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 (ORC).

4.6 Intergovernmental Review

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

4.7 Funding Restrictions

1. All costs must be incurred by the end of the 2-year project/budget period. All costs must be invoiced before the date that is 120 calendar days after the end of the project/budget period.
2. No grant funds may be used to defray pre-award costs.
3. Equipment purchases (items costing $5,000 or more) and foreign travel are prohibited.
4. Not more than 5% of the grant amount may be used to cover administrative costs that are not directly related to training.
5. Not more than 25% of the total grant amount may be used to cover the cost of educating the public

about the risk associated with carbon monoxide as a poison and the importance of proper carbon monoxide alarm use 15 U.S.C. 2090(e)(2)(B)).

4.8 Other Requirements

1. Applications must be submitted electronically through www.Grants.gov.
2. A complete application will include the SF-424 family of forms and Abstract. Applications which fail to include Attachment 2 regarding legal eligibility will be rejected; failure to submit the remaining attachments listed below may lower an applicant's objective review score.
3. Eligible applicants include State and local governments as well as Tribal organizations as defined in this FOA.
4. Eligible applicants must have adopted a statute or a rule, regulation, or similar measure with the force and effect of law, which requires compliant carbon monoxide alarms to be installed in dwelling units in accordance with NFPA 72, the IFC, or the IRC
5. At least 25 percent of grant funds must be cost shared by the applicant. Failure to address cost share will result in the application being ineligible for consideration. The cost share requirement does not apply to Tribal Organizations.
6. Not more than 5% of the grant amount may be used to cover administrative costs that are not directly related to training.
7. Not more than 25% of the total grant amount may be used to cover the cost of educating the public about the risk associated with carbon monoxide as a poison and the importance of proper carbon monoxide alarm use.
8. Should an applicant be selected for funding, the Authorized Organizational Representative must inform CPSC in writing (email is acceptable) that the applicant accepts the Federal award.
9. Should an award be made, the applicant must request access to Grant Solutions, the computer application used to issue the award and maintain it during the post-award phase.

4.9 Attachments Overview

Upload attachments 1 through 7 into the *Other Attachments Form* in the order below:

1. Introduction
2. Legal Eligibility
3. Workplan and Favorable Consideration Factor
4. Budget Table/Narrative and Schedule
5. Cost Share
6. Indirect Cost Rate Agreement (if applicable)
7. Other Relevant Documents (as applicable)

Please number the pages of the attachments sequentially. Limit the file attachment names to 50 or fewer characters and use only the following characters: A-Z, a-z, underscore (_), hyphen (-), space and period(.). Attachments which do not follow this file naming requirement will result in the entire application being rejected by Grants.gov. Please upload the attachments in the order provided.

4.9.1 Attachment 1: Introduction

Table of Contents

Insert a table of contents with section headers and corresponding page numbers.

Introduction
Provide an introduction that aids reviewers in understanding the community that will be helped by the proposed project.

This section provides and description of the applicant's proposed project. The narrative should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

A portion of this description may be used for the Project Abstract which is part of the SF-424 set of documents. Please refer to the table in section 4.3 and the SF-424 instruction which are in Appendix B of this FOA.

4.9.2 Attachment 2: Legal Eligibility

[**NOTE:** See definitions in the glossary in Appendix D]

This portion should be under a separate heading to ease review and consideration.

To be eligible, an applicant must document that it has adopted a statute or a rule, regulation or similar measure with the force and effect of law which requires compliant carbon monoxide in dwelling units in accordance with NFPA 72, the IFC, or the IRC.

Please provide a citation(s), text and any additional narrative needed to document that the applicant meets the legal eligibility requirement.

4.9.3 Attachment 3: Work Plan and Favorable Consideration Factor

Work Plan
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 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 and organizational representatives responsible for carrying out each work plan activity.

In this section, the applicant must describe the scope of work for the proposed project under this funding opportunity. The proposed project must be consistent with the required program purpose under Section 2090(e) of the NZB Act (reference Section 1.1 of this FOA).

There are three allowable activities under the COPPGP. They are purchase and installation, training, and public outreach and education.

Applicants may select any one activity, all three or any combination of two activities. As indicated above, if public outreach and education is selected as an activity in combination with any other activity, public outreach and education may not exceed 25% of the total amount requested.

For CO alarm installation programs, the applicant should clearly identify the types of facilities and dwellings to be affected by the program, the intended target audience that the program will benefit, and the number of alarms to be installed. Clear justification should be provided regarding how the program will determine which dwellings/facilities receive new CO alarms over other candidate locations, as well as justification for how many CO alarms will be installed in the selected locations. The work plan should also establish how selection of compliant CO alarms will be verified, as well as how proper installation of those CO alarms will be verified. This may include an analysis of local or state building codes and product safety standards. The expected benefits/goals of the program should also be detailed.

For training programs, the applicant should clearly identify their intended target audience, focal topics, the training material to be developed, and how those materials will be distributed. The work plan should also detail instructor qualifications and training requirements, as well as the total number of planned training sessions and trainees. The work plan should establish a method to determine the effectiveness of this training, and a way to receive feedback on the training from participants and instructors. The expected benefits/goals of the program should also be detailed.

For education and outreach programs, the applicant should clearly identify the intended target audience, focal topics, messages and information to be provided as well as their sources. The work plan should establish a method to determine the effectiveness of the education and outreach program and establish a method to measure overall reach of the program through its intended audience. The expected benefits/goals of the program should also be detailed.

In addition, the Work Plan 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).
- If requesting funds for training or public outreach and education, candidates should consider utilizing information from the CO Safety Education Center at Carbon Monoxide | CPSC.gov. Candidates may also consider including information from other CPSC sources such as CO Alarms | CPSC.gov, and Carbon Monoxide - The Invisible Killer | CPSC.gov.

Favorable consideration will be given to an eligible State or local government or Tribal organization that demonstrates a reasonable need for funding that:

1. Requires the installation of one or more compliant carbon monoxide alarms in a new or existing educational facility, childcare facility, health care facility, adult dependent care facility, government building, restaurant, theater, lodging establishment, or dwelling unit:
    a) Within which a fuel-burning appliance, including a furnace, boiler, water heater, fireplace, or any other apparatus, appliance, or device that burns fuel, is installed; or
    b) That has an attached garage; and
2. Has developed a strategy to protect vulnerable populations, such as children, the elderly, or low-income households, from exposure to unhealthy levels of carbon monoxide.

As outlined in section 5, Review Criteria, applications which clearly indicate that the jurisdiction meets these factors will be considered more favorably.

4.9.4 Attachment 4: Budget Table/ Narrative and Schedule

4.9.4.1 Budget Table/ Narrative

Refer to Appendix A for the sample budget format.
To ensure that project budgets adhere to 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 4. Indirect Cost Rates for the current year from the cognizant federal agency should be included under Attachment 6.

The amount requested on form SF-424B and the amount in the budget narrative must match.

NOTE: The budget must indicate the total costs of the project, including the required minimum cost share of 25 percent. In other words, the budget must reflect 100% of the costs. Because of the cost share requirement, the budget must indicate what cost(s) or portion of costs will be borne by the recipient. Attachment 5 should be used is to more fully describe the source and type of the cost share.

4.9.4.2 Schedule

Applicants should include a schedule which is descriptive and realistic and that fully implements the project within the 2-year project period.

The schedule must:

- Include milestones aligned with the project goals, and
- Indicate when each milestone will occur, and
- Indicate the person(s) responsible for managing each activity.

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.

4.9.5 Attachment 5: Narrative description of applicant contributions (Cost Share) (Not applicable for Tribal Organizations)

In addition to documenting cost share on the budget, please provide additional narrative and/ or tabular detail on how the applicant will contribute non-Federal funds of a minimum of 25 percent of the amount of Federal funds requested. Funds from other federal awards may not be used to satisfy the cost share requirement.

4.9.6 Attachment 6: Indirect Cost Rate (if 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[1] substantiating indirect costs that may be reimbursed as permissible administrative costs. Upload the NICRA from the cognizant agency as Attachment 6.

4.9.7 Attachment 7: Other Relevant Documents (as applicable)

Attach additional information that may support the proposed project (*e.g.*, delegation of authority for Authorized Organizational Representative (if person submitting application is not an AOR), letters of support, etc.).

5. Application Review Information

CPSC has developed review criteria and procedures for assessing the technical merit of applications. The review criteria and process assist reviewers in judging each application objectively, and they aid applicants' understanding of the standards CPSC uses in reviewing 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 204(e) of the NZB Act (15 U.S.C. 2090(e)) (reference Section 1.1 of this FOA) to provide the maximum benefit possible for protecting against carbon monoxide poisoning.

5.1 Review Criteria

Review criteria, along with specific detail and scoring points, are outlined below. Review criteria are used to review and rank applications. The COPPGP application has three review criteria.

5.1.1 Introduction (10 points)

This section corresponds with the Attachment 1
Reviewers will examine the population and needs of the applicant's community, as described in the application, and as supported by demographic and other data.

5.1.2 Work Plan (60 points)

This section corresponds with Attachment 3, Work Plan.

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 COPPGP.

This review includes examination of the extent to which:

a) The applicant's scope of work describes clear project objectives that align with the program requirements defined under COPPGP.
b) The applicant details (*i.e.*, who, what, how, where, and when) the specific activities they will

[1] 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.

undertake to achieve each of the project objectives.

c) Whether the applicant has scope of work includes support for the favorable consideration factor listed under 4.9.3/ Attachment 3. Favorable consideration will be given based on whether the jurisdiction requires installation of compliant carbon monoxide detectors and whether the applicant has developed a strategy to protect vulnerable populations from unhealthy levels of carbon monoxide.
d) If selecting the training or public outreach and education activities, whether the applicant identifies and appropriately commits to incorporating CPSC materials into planned training and education.

5.1.3 Budget and Schedule (30 points)

This section corresponds with Attachment 4.

Reviewers will also examine whether the applicant's budget table/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.

Reviewers will examine the need for, and appropriateness of costs associated with the requested activities, the key positions identified and tasked with implementing the proposed project, and whether the applicant will be able to carry out the project.

Reviewers will also examine whether the proposed project's objectives are measurable and achievable and whether the application includes a detailed schedule for the 2-year project period. The schedule should indicate when each activity will occur and should identify the person(s) responsible for managing each activity. Applicants may include an organizational chart that shows placement of the project within the entity's organizational structure.

5.2 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 ORC is comprised of federal employees qualified by training and experience in related fields. 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.

Awards are subject to the availability of appropriations.

5.3 Applications requesting amounts above the simplified acquisition threshold

If making an award above the simple acquisition threshold, CPSC will review information about the applicant in the designated integrity and performance system in SAM (FAPIIS information). Applicants, at their option, may review this information. CPSC will consider the information there as well as any comments there in assessing the potential risk as required in 2 CFR § 200.206.

6. Award Administration Information

6.1 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 Agreement), before funding is awarded under the Notice of Award (NoA). CPSC will issue the NoA in Grant Solutions.

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 NoA's under this funding announcement on or about March 1, 2024.

The NoA will be posted in Grant Solutions, the CPSC's online grants management system. Applicants must register users such as the Program Director and Authorized Organizational Representative in Grant Solutions.

6.2 Post-Award Terms and Conditions

The grantee's Authorized Official or Authorized Organizational Representative (AOR) must notify the CPSC Program Officer listed on the NoA by email, signifying acceptance of the award. Once the grantee accepts the award, unless CPSC provisionally granted the award on the condition that an applicant submit additional information, CPSC's NoA authorizes grantees to begin working on their grant project.

All reporting and payment requests must be submitted through Grant Solutions. Authorized personnel with a role in the post-award administration of the grant will need to be granted access to Grant Solutions after an award is made.

6.2.1 Reporting

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

6.2.2 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.

6.2.3 Federal Financial Report

Grant awardees must submit the Federal Financial Report (FFR), SF-425, within 45 calendar days after the end of year 1 (approximately February 28, 2025) and a Final FFR within 120 days of the end of year 2 (approximately February 28, 2026). 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.

6.2.4 Progress Reports

The awardee must submit a Performance Progress Report to CPSC either quarterly or biannually. The progress report must be submitted within 30 calendar days of the end of the applicable Federal fiscal quarter. The Federal fiscal quarters are:

- Quarter 1: October 1 – December 31
- Quarter 2: January 1 – March 31
- Quarter 3: April 1 – June 30
- Quarter 4: July 1 – September 30

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 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. Metrics for the COPPGP may include, number and type of compliant carbon monoxide installations performed, number of personnel trained, number and type of outreach or education initiatives, number of people educated on the harms of carbon monoxide poisoning, number of fliers or other education and outreach materials distributed, among others.

6.2.5 Final Report

A final report is required within 120 calendar days after the end of the COPPGP project period. At a minimum, the report will include the following: Final reporting on the performance measures, target goals and actual outcomes identified in the application. CPSC encourages recipients to include other observations or comments regarding success or recommended improvements in the report.

6.2.6 SF-428 Tangible Personal Property Report

Award recipients must submit a Tangible Personal Property Report, SF-428, which is due within 120 days of the project period end date. "Tangible personal property" refers to assets of any kind, except real property, that physically exist. It includes equipment and supplies.

6.2.7 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

6.2.8 Payments/ Reimbursement

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. A summary of costs incurred during the period must accompany the SF-270.

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.

For Advance Payments:
A request for advance payment must be submitted in writing and explain the need for advance funding.

In accordance with 2 C,F.R. § 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.

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. 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 expended any outstanding advances.

6.3 Administrative and National Policy Requirements

Successful applicants must comply with the financial and 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 COPPGP.

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

6.3.1 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 Office of Management and Budget (OMB).

6.3.2 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 using grant funds 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 pending legislation or other order; (2) reflecting a point of view on that pending 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.

Grant recipients who violate these lobbying restrictions may face 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.

6.3.3 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 the funding they receive from CPSC conform to the Domestic Preference for Procurements regulation as described in 2 CFR § 200.322.

6.3.4 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.

6.3.5 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 be understood as "grant," "grantee," "subgrant," or "sub grantee.")

6.3.6 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.

6.3.7 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 an entity's own 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.

6.3.8 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 – Sample Budget Table 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 activities described under section 1.1. 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 COPPGP, administrative costs are reimbursable under this FOA if they are associated with the programmatic activities in the grant submission. Administrative costs for the purchase and installation and public outreach activities are limited to no more than 5%.

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

Sample Budget Narrative Format

PLEASE USE THIS FORMAT TO SUBMIT YOUR BUDGET. ***TO AID REVIEW, THIS FORMAT (or similar table-based budget) IS STRONGLY SUGGESTED. The budget must reflect the 2-year project period and indicate the minimum 25 percent cost share. Applicants need to only provide a budget only for the activities they will be performing under the award.***

1. Purchase and installation of compliant carbon monoxide alarms		
Description	Amount (100%)	Portion which is cost share (min. 25% of total)
a. Personnel		
b. Travel		
c. Equipment		
d. Supplies		
e. Contractual		
f. Other		
h. Total		
2. Training (development, dissemination, training sessions)		
Description	Amount (100%)	Portion which is cost share (min. 25% of total)
a. Personnel		
b. Travel		
c. Equipment		
d. Supplies		
e. Contractual		
f. Other		
h. Total		

3. Public Outreach (not to exceed 25 percent of total award)		
Description	Amount (100%)	Portion which is cost share (min. 25% of total)
a. Personnel		
b. Travel		
c. Equipment		
d. Supplies		
e. Contractual		
f. Other		
h. Total		
4. Indirect and Administrative (if applicable)		
a. Indirect Costs (if applicable)		
b. Administrative Costs, if applicable (Training)		
c. Administrative Costs, if applicable (Purchase and installation, Public Outreach. Not to exceed 5% of total)		
d. Total Indirect and Administrative		
5. Totals		
a. Total 1.h + 2.h. + 3.h.		
b. Total (4.d +5a)		

APPENDIX B – SF-424 (Application for Federal Financial Assistance) Guidance

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.[2] 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 87.003.

Box 12: Funding Opportunity Number and Title: Enter CP-NZB-23-001 and Carbon Monoxide Poisoning Prevention Grant Program

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.

[2] 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 (Carbon Monoxide Poisoning Prevention Grant Program) and upload the project abstract. The abstract will count toward the 50-page limit (see "Project Abstract" below)

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. Carbon Monoxide Poisoning Prevention Grant Program (COPPGP) and FOA (CP-NZB-23-001)
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 award proposal, and
c. A brief description of any other relevant information.

Box 16: Congressional Districts: Provide the congressional district where the administrative office of the applicant is 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. 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 TBD, and a proposed project end date of TBD.

Box 18: Estimated Funding: Complete the required information based on the funding request for the proposed project. The funding request should be entered online a. Federal (not less than $50,000 and 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* 7*: Other Attachments*.

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 4: 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.

APPENDIX C – CPSC Training and Education Materials

CO Safety Education Center at Carbon Monoxide | CPSC.gov.

Applicants may also consider including information from other CPSC sources such as CO Alarms | CPSC.gov, and Carbon Monoxide - The Invisible Killer | CPSC.gov.

ACRONYM LIST

AOR	Authorized Organization Representative
CFDA	Catalog of Federal Domestic Assistance
CPSC	Consumer Product Safety Commission
DUNS	Data Universal Numbering System
E-Biz POC	E-Business Point of Contact
FFR	Federal Financial Report
FOA	Funding Opportunity Announcement
IFR	International Fire Code
IRC	International Residential Code
MPIN	Marketing Partner ID Number
NFPA	National Fire Protection Association
NICRA	Negotiated Indirect Cost Rate Agreement
NoA	Notice of Award
ORC	Objective Review Committee
POC	Point of Contact
SAM	System for Award Management
UEI	Unique Entity Identifier (SAM.gov)

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 (below).

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.

- **Compliant Carbon Monoxide Alarm**- a device or system intended to respond to the presence of carbon monoxide and alarm at concentrations below those that cause loss of ability to react to the dangers of carbon monoxide exposure.[3] Alarms are compliant if they comply with the most current version of: *ANSI/UL 2034, Standard for Single and Multiple Station Carbon Monoxide Alarm*s, or any successor standard or,
- *ANSI/UL 2075, Gas and Vapor Detectors and Sensors*, or any successor standard.

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

[3] *ANSI/UL 2034 Single and Multiple Station Carbon Monoxide Alarms, Edition 4,* March 31, 2017

assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. Non-federal entities are 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.

Dwelling Unit- a room or suite of rooms used for human habitation which includes single family residences, each living unit of a multiple family residence including an apartment building and each living unit in a mixed-use building.

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.

International Fire Code ("IFC")- The 2015 or 2018 edition of the International Fire Code published by the International Code Council, or any amended or similar successor code pertaining to the proper installation of carbon monoxide alarms in dwelling units.

International Residential Code ("IRC")- The 2015 or 2018 edition of the International Residential Code published by the International Code Council, or any amended or similar successor code pertaining to the proper installation of carbon monoxide alarms in dwelling units.

National Fire Protection Association 72 ("NFPA 72")- The National Fire Alarm and Signaling Code, 2022 edition issued by the National Fire Protection Association in September of 2022 and any amended or similar successor standard relating to the proper installation of carbon monoxide alarms in dwelling units.

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. Users can get a UEI in SAM.gov – the DUNS number is no longer needed.