

**U.S. Consumer Product Safety Commission
Pool Safely Grant Program (CPSC-16-001)
Application Narrative and Review Criteria Comparison**

The following information presents the application narrative requirements alongside of the application review criteria for the FY 15 Pool Safely Grant Program (Funding Opportunity Announcement (FOA) CPSC-16-001). This information will be utilized by the CPSC Objective Review Committee in the review and scoring of eligible applications.

A full copy of the FOA can be accessed through <http://grants.gov>. Additional technical assistance is available at: <http://poolsafely.gov/grants/VGBFY16>.

<p>Narrative</p>	<p>Review Criteria (100 points)</p>
<p>The application narrative and related application requirements can be found under Section IV of the FOA.</p> <p>1. Introduction</p> <p>This section corresponds with Review Criterion 1 – Introduction.</p> <p>This section should help reviewers understand the community that will be helped by the proposed project.</p> <p>Applicants must describe the community population and enforcement and education needs as they relate to protecting children from drowning and entrapment in pools and spas. Describe successful current or past efforts to address these needs, and explain how they were determined to be successful. Show how these needs relate to the project aims.</p> <p>Relevant demographic and other data related to child drowning and entrapment in swimming pools and spas in the community should be used and cited, whenever possible, to support the information provided. Please identify any factors present in the community (such as language, transient populations, ability to inspect public versus private pools) that may make enforcement, training, and education authorized under the grant program more difficult.</p>	<p>The application review criteria and related application scoring information can be found under Section V of the FOA.</p> <p>1. Introduction (25 points)</p> <p>This section corresponds with the Project Narrative – Introduction.</p> <p>a) (15 points) The population and enforcement and education needs of applicant’s community, relative to protecting children from drowning and entrapment in swimming pools and spas, relate to the applicant’s community as described in the application and as supported by demographic and other data. This includes information about factors present in the community that may make enforcement, training, and education authorized under the grant program more challenging.</p> <p>b) (10 points) The applicant’s descriptions of any successful efforts (current or planned), including the measure(s) by</p>

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	which they were determined successful, as they related to enforcement and education efforts to address the prevention of child drowning or entrapment in swimming pools and spas.
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2. Work Plan

This section corresponds with Review Criterion 2 – Work Plan. This section provides a framework and describes all aspects of the proposed project. It should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

(i) Scope of Work

In this section, describe the applicant’s scope of work for the proposed project to be funded under the PGSP program (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.))

The scope of work should provide clear project objectives that align with the training, enforcement, and educational requirements for use of grant funds under Section 1405(d) of the VGB Act. Include clear and specific approaches to achieving the objectives, outlining how the project proposes to implement each component of the proposed project.

Note: To ensure accuracy and consistency of training and education, awardees must appropriately incorporate the free CPSC resources of the *Pool Safely* education campaign, as identified in Appendix C.

(i) Schedule

Provide a realistic schedule that fully implements the project within the 6-month time period. The schedule must include major milestones that can be tied back to project goals.

(ii) Identify Collaborations

Note: collaborations are encouraged but are not a required element of an awardee’s project.

As applicable, identify efforts to collaborate with other stakeholders as part of the project (such as:

2. Work Plan (30 points)

This section corresponds with Project Narrative - Work Plan

a) (20 points) The applicant’s description of the specific project objectives needed to accomplish each of applicant’s goal and how those project objectives meet the purposes defined under Section 1405(d) of the VGB Act. This includes:

- a. The extent to which the scope of work describes clear project objectives that align with the program requirements defined under Section 1405(d) of the VGB Act.
- b. The extent to which the applicant provides detailed descriptions (*i.e.*, who, what, how, where, and when) of the specific activities that will be undertaken to achieve each of the project objectives.
- c. The extent to which the applicant identifies and appropriately commits to incorporate the CPSC materials into planned training and education.

b) (10 points) The extent to which:

- a. The objectives are measurable, and achievable.
- b. The applicant includes a detailed schedule for the funding period (insert the 1-year project period), indicating when each activity will occur and the person(s) responsible for managing each activity. An organizational chart that shows placement of the project within the state or local

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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.)	agency's organizational structure should be included.
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3. Resources and Capabilities

This section corresponds with Review Criterion 3 – Resources and Capabilities, under Section V. Applicants must provide the following information in this section regarding applicant resources/capabilities to perform the proposed project:

(iii) Staffing Plan

Identify the Program Director and key staff (whether existing or to be hired or to be engaged under contractual arrangements) responsible for managing and implementing the project. Identify any staff who will manage or participate in key activities funded by the grant, or those who will monitor contractors' use of funds or provision of services.

For each staff, note all related sources of funding and the corresponding time effort for the proposed project. Describe each staff position briefly, including the roles and responsibilities relating to the project to be funded by the grant. Applicants are encouraged to supply this information in a table.

Describe the qualifications of key personnel (including the Program Director) as those qualifications relate to the proposed project. The description of qualifications should include relevant education, training, experience and expertise, language fluency, and experience working with the populations that will be served by the proposed project.

(iv) Budget Narrative

To ensure that project budgets adhere to VGB Act legislative requirements, a project-specific line item budget must be submitted. The project-specific line item budget should be submitted in table format, providing a detailed breakout of costs organized under SF- 424a object class categories (Personnel, Fringe Benefits, etc.).

Clearly identify any other resources that may be used to contribute to the overall success of the proposed project. A narrative must be included for each object class category, providing a brief

3. Resources and Capabilities (30 points)

This section corresponds with Project Narrative - Resources and Capabilities.

- a) (10 points) 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, as relating to the applicant's ability to carry out the project.
- b) (10 points) The identification and qualifications of the Program Director and key staff, including:
 - a. The relevant experience of key personnel; and
 - b. The percentage of time (expressed as a percentage of a full time employee) that each identified individual will be reasonably expected to devote to the project.
- c) (10 points) The extent to which the application budget narrative provides a detailed description for each budget line item and demonstrates that the budget is realistic and commensurate with the program requirements, project needs, and time frame.

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<p>overview of the purpose of the costs and how they relate back to the scope of work described in the Methodology section.</p> <p>The amount requested on the SF- 424a and the amount listed on the budget narrative must match. The budget requested must not exceed the total award. Personnel should be listed by position title and the name of the individual for each position title, or note if vacant.</p> <p>Note: Because at least 50 percent of the total award must be spent on training and hiring of enforcement personnel, costs for these activities must be clearly identified within the budget narrative. Similarly, because the remaining amount of the award must be spent:</p> <ul style="list-style-type: none">• on education of pool construction and installation and pool service companies, and of pool owners, operators and the public,• to defray administrative costs associated with training and education programs. <p>Such costs also must be clearly identified. The specific legislative requirements for the use and allocation of PSGP grant funds can be found in Section I.A and section 1405(d) of the VGB Act.</p> <p>Please see Appendix A for more information on the budget narrative and allowable and unallowable costs.</p>	
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4. Project Evaluation Plan

This section corresponds with Review Criterion 4 – Project Plan Evaluation.

Provide a brief project evaluation plan, including performance measures. “Project evaluation” is defined as the systematic collection and documentation of information about your project's outcomes in order to improve the project's effectiveness, guide judgments about its impact, and/or inform decisions about future programming. The project evaluation plan should provide detailed descriptions for gathering data relevant to progress in meeting the goals and objectives of the program, and activities that will be conducted during the project period that are relevant to the project.

If the proposed project is funded, grantees will be required to include a final self-evaluation of the project’s goals and objectives based on the evaluation plan. The evaluation will be incorporated into the final report under the grant award (reference Appendix B).

Project Evaluation Plan (15 points)

This section corresponds with Project Narrative – Project Evaluation Plan.

The extent to which the applicant provides a project evaluation plan with detailed descriptions for gathering 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.