

**U.S. CONSUMER PRODUCT SAFETY COMMISSION  
FUNDING OPPORTUNITY ANNOUNCEMENT**

**POOL SAFELY GRANT PROGRAM (PSGP)**

**ANNOUNCEMENT TYPE: NEW GRANT  
ANNOUNCEMENT NUMBER: CPSC-18-001**



**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO. 87.002  
FISCAL YEAR 2018**

**APPLICATION DUE DATE: APRIL 2 , 2018**

*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!  
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: January 2, 2018***

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Bethesda, MD 20814  
Telephone: 301.504.7908  
E-mail: [Grants@cpsc.gov](mailto:Grants@cpsc.gov)  
Technical Assistance Resources: <https://www.poolsafely.gov/grants-vgbfy18>**

*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  
EXECUTIVE SUMMARY INFORMATION**

In accordance with the Virginia Graeme Baker Pool and Spa Safety Act (VGB Act), the U.S. Consumer Product Safety Commission (CPSC) is accepting applications for the Fiscal Year 2018 Pool Safely Grant Program (PSGP). The purpose of this program is to prevent the drowning and drain entrapments of children in pools and spas. The PSGP seeks to provide state and local governments with assistance for prevention education and enforcement of pool safety requirements.

**Funding Opportunity Announcement (FOA) Title:** Pool Safely Grant Program

**Catalog of Federal Domestic Assistance Number:** 87.002

**Funding Opportunity Number:** CPSC 18 001

**Type of Award Program:** New Grant

**Due Date for Applications:** April 2, 2018, at 11:59 p.m.

**Anticipated Award:** July 2, 2018

**Anticipated Total Annual Available Funding:** \$1,100,000

**Approximate Average Award:** Up to \$250,000

**Budget/Project Period Length:** Two (2) years

**Floor of Individual Award Range:** \$50,000

**Ceiling of Individual Award Range:** \$250,000

**Cost Share or Match:** There are no cost-sharing or matching requirements.

**Eligible Applicants**

The following entities<sup>1</sup> are eligible to apply under this FOA:

- 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 State of Micronesia, the Republic of the Marshall Islands, Midway Island, Wake Island, Kingman Reef, and Johnston Island.
- 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.

The applicant shall demonstrate to CPSC's satisfaction that the applicant has a state or local law that meets the requirements specified in Sections 1405 and 1406 of the VGB Act (15 U.S.C. §§ 8004 and 8005). The VGB Act can be accessed at: <https://www.gpo.gov/fdsys/pkg/USCODE-2016-title15/pdf/USCODE-2016-title15-chap106.pdf>.

For additional details, please see Section III.A. of the FOA.

**PSGP Technical Assistance:** Links to the PSGP-related information and resources are available via: [Grants.gov](http://Grants.gov), or the PSGP website at: <https://www.poolsafely.gov/grants-vgbfy18>.

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<sup>1</sup> CPSC will determine in its discretion whether a particular entity is a state, or political subdivision of a state, eligible under the VGB Act for PSGP grants.

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## **I. Funding Opportunity Description**

This FOA details the eligibility requirements, review criteria, and awarding factors for applicants seeking a Pool Safety Grant Program (PSGP) award in FY 2018. All applicants requesting PGSP funding must follow the instructions in this announcement.

An eligible applicant may submit only one application. Each PSGP award is intended to fund a 2-year project period.

### **A. Purpose**

This announcement solicits applications for the Pool Safety Grant Program, as authorized by Pub. L. No. 110-140, Virginia Graeme Baker Pool and Spa Safety Act (VGB Act), section 1405. The CPSC anticipates awarding up to, but no more than, \$1.1 million in FY 2018 through competitive project grant awards to eligible state and local governments that meet the requirements under the VGB Act, for a 2-year project period. This announcement provides potential applicants with the details of requirements for applying, processing, and evaluating applications for financial assistance under the FY 2018 PGSP program.

Applicants who are granted FY 2018 PSGP funds will be authorized to use the PSGP funding for the following activities to implement enforcement and education programs to prevent the drowning and drain entrapments of children in pools and spas:

- 1) To hire and train enforcement personnel for implementation and enforcement of standards under the state or local swimming pool and spa safety law (the minimum state law requirements under Section 1406 of the VGB Act). At least 50 percent of funding must be used for this purpose.
- 2) To educate:
  - a. pool construction and installation companies and pool service companies about the standards;
  - b. 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.
- 3) Defray administrative costs associated with such training and education programs.

PSGP funds may not be used for any other purposes or activities. Grant recipients will be required to compile and report to the CPSC the program's performance and outcomes in an interim report at the end the first year's period of performance. A final report is required at the end of the second year's period of performance covering the entire two years performance and outcomes. An example of the required reports can be found in Appendix B.

## **B. Authority**

The authority for the PSGP is derived from the Virginia Graeme Baker Pool and Spa Safety Act, Pub. L. No. 110-140, Title XIV, as amended, 15 U.S.C. §§ 8004-8005.

## **II. Award Information**

### **A. Type of Award**

Funding will be provided in the form of a grant.

### **B. Summary of Funding**

This program is expected to provide funding beginning in FY 2018. A total of \$1.1 million in one-time funding is available. Each applicant may apply for a maximum amount of up to \$250,000. The project period is 2 years. The anticipated award date is July 2, 2018, with an anticipated project period start date of July 16, 2018. Cost-sharing or matching funds are not required for this program.

The proposed projects under the PSGP award must be reasonable and appropriate, based on the parameters outlined in this announcement.

## **III. Eligibility Information**

### **A. Eligible Applicants**

Applicants must meet all of the following eligibility requirements. Applications that do not meet all of the eligibility requirements will be considered nonresponsive and will not be considered for funding under this announcement.

1) The following entities are eligible to apply under this FOA:

- 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 State of Micronesia, the Republic of the Marshall Islands, Midway Island, Wake Island, Kingman Reef, and Johnston Island.
- 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.

CPSC will determine in its discretion whether a particular entity is a state, or political subdivision of a state, eligible under the VGB Act for PSGP grants.

2) To be eligible for an award under this program:

An applicant shall demonstrate to the satisfaction of CPSC that the applicant has in effect a state or local law that meets the requirements specified in Section 1406 of the VGB Act

(15 U.S.C. § 8005) and that the applicant provides for enforcement of the law. The minimum state law requirements for eligibility are:

- i. The enclosure of all outdoor residential pools and spas by barriers to entry that will effectively prevent small children from gaining unsupervised and unfettered access to the pool or spa;
- ii. That pools and spas built 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.

and how the applicant provides for enforcement of the law. Please see Section IV.B.3) f) for additional instructions.

The barriers to entry requirement in Section 1406(a)(1)(A)(i) of the VGB Act must apply to all outdoor residential pools and spas in the state or locality. The requirement in Section 1406(a)(1)(A)(ii) must apply to all pools and spas in the state or locality, both public and residential, built more than 1 year after the date of enactment of the state or local law.

The applicant must:

- Submit a full copy of the applicable state or local law(s).
- Identify the specific sections of the applicable law(s) that meet each requirement in Section 1406(a)(1)(A).
- Provide an explanation of how the applicable state or local law meets each requirement in Section 1406(a)(1)(A).

Note: Applicants that do not submit a full copy of the applicable state or local law and an explanation of how applicable state or local law meets each of the safety standards set forth in Section 1406, or whose state or local law does not meet the requirements specified in the VGB Act, will be determined ineligible.

The statutory requirements for PGSP eligibility and the Minimum State Law Requirements can be accessed at: <https://www.gpo.gov/fdsys/pkg/USCODE-2016-title15/pdf/USCODE-2016-title15-chap106.pdf>.

## **B. Cost Sharing/Matching**

Cost-sharing or matching funds are not required for this program.

## **C. Other Eligibility Requirements**

Applications requesting funding that exceeds the maximum individual grant amount of \$250,000 will be considered nonresponsive and will not be considered for funding under this announcement. Any application that fails to satisfy the deadline requirements referenced in Section IV will be considered nonresponsive and will not be considered for funding.

Multiple applications from an applicant (as defined in A.1 of this section) are not allowed. Applicants whose applications do not meet eligibility requirements will be notified.

## **IV. Application and Submission Information**

### **A. Address to Request Application Package**

CPSC requires applicants for this funding opportunity announcement to apply electronically through Grants.gov. Applicants must download the SF-424 application package associated with this funding opportunity, following the directions provided at Grants.gov.

Applicants must submit proposals according to the instructions in these guides and this FOA, in conjunction with application form SF-424. The form contains additional general information and instructions for applications. The form and instructions may be downloaded from [www.grants.gov](http://www.grants.gov).

It is important to note that applicants are required to register annually with the System for Award Management (SAM) to conduct electronic business with the federal government. SAM registration must be maintained with current, accurate information at all times during which an entity has an active award from, or an application under consideration, by CPSC. Applicants should take extreme care to verify that the applicant's SAM registration is active and the Marketing Partner ID Number (MPIN) is current. Information about registering with SAM can be found at: <https://www.sam.gov>. Please see Section IV of this funding opportunity announcement for SAM registration requirements.

### **B. Application and Submission**

#### **1. Application Format Requirements**

The total size of all uploaded materials may not exceed the equivalent of 80 pages when printed by CPSC. The 80-page limit includes the abstract, project and budget narratives and attachments required in the Application Guide and this FOA, and also includes any optional letters of collaboration and support. Applications should be developed taking proposed applicant activities, application content, and plan to measure progress and outcome goals criteria into consideration.

In the following instruction, the term "form" refers to a document that must be downloaded, completed in the template provided, and then uploaded. "Document" refers to a document to be uploaded for which no template is provided. All documents submitted via the Grants.gov Other

Attachments Form should be uploaded in a PDF format to ensure that they can be opened and reviewed.

Standard OMB-approved forms are not included in the 80-page limit; however, any attachments to the Standard OMB-approved forms are included in the 80-page limit. In addition, the following documents will not be included in the page limit:

- Copies of applicable state or local law meeting the safety standards set forth in Section 1406(a)(1) of the VGB Act and related explanation supporting the conclusion that such state or local law satisfies VGB Act requirements,
- Indirect Cost Rate Agreement (for the current year from the cognizant federal agency<sup>2</sup>) as potentially relevant to indirect costs that may be reimbursed as permissible administrative costs under VGBA,
- Budget Narrative

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 to be considered under this announcement. We strongly urge you to print your application to ensure that the application does not exceed the 80-page limit as specified in this announcement. Applications that exceed the 80-page limit as described in this announcement will be ineligible and will not be considered for a grant under this announcement.

## **2. Program Specific Instructions**

The following table details the documents required for this funding opportunity and the order in which they must be submitted.

Documents and forms marked “required for completeness” will be used to determine whether an application is complete. Applications that fail to include all forms and documents that are indicated as “required for completeness” will be deemed incomplete or nonresponsive and will not be considered for funding under this announcement. Failure to include documents indicated as “required for review” may negatively impact an application’s objective review score.

**Applications must consist of the following documents in the following order:**

**Submission through Grants.gov**

[www.grants.gov](http://www.grants.gov)

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<sup>2</sup> 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 rates requirements may be found at 2 C.F.R., 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.



- Failure to follow the instructions may make your application nonresponsive. Nonresponsive applications will not be considered under this FOA.
- Number the electronic attachment pages sequentially, resetting the numbering for each attachment (*i.e.*, start at page 1 for each attachment). Do not attempt to number standard OMB-approved form pages.
- 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.
- Documents are to be uploaded 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).
- To ensure that attachments are organized and printed in a consistent manner, follow the order provided in the table.
- If the Attachments marked “Required for Completeness” are not uploaded, the application will be considered incomplete and nonresponsive, thereby making the application ineligible. Ineligible applications will not proceed to Objective Review.
- If the attachments marked “required for review” are not uploaded, the application’s Objective Review score may be impacted negatively.

<b>Application Section</b>	<b>Form Type</b>	<b>Required for Completeness (C)/ Review (R)</b>	<b>Instruction</b>	<b>Counted in Total Page Limit (Y/N)</b>
Application for Federal Assistance (SF-424)	Form	C	Complete pages 1, 2 & 3 of the SF-424 face page. See detailed application-specific instructions in the Application Format section.	N
Assurances Non-Construction Programs (SF-424B)	Form		Provide completed SF-424B Assurances.	N
Grants.gov Lobbying Form (required)	Form		Complete this form per the instructions.	N
Disclosure of Lobbying Activities (SF-LLL) (as	Form		Complete this form per the instructions.	N

applicable)				
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
Budget Information for Non-Construction Programs (SF-424a)	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.	N
Attachment 3: Schedule	Document	R	Provide the 1 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) and an explanation of satisfaction of VGB Act requirements.	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 desired, submit the request for consideration under the Funding Preference.	N
Attachments 8: Other Relevant Documents (as applicable)	Document		If desired, include other relevant documents to support the proposed project (no more than 7 attachments).	Y

### 3. Application Format

#### a) Application for Federal Assistance (SF-424)

In Grants.gov, complete Application Form SF-424 provided with the application package. Prepare the form according to instructions provided in the form itself (mouse over fields for specific instructions) and 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 applicant that will undertake the assistance activity. This is the organization that has registered with the System for Award Management (SAM). Information on registering with SAM may be obtained by visiting [SAM.gov](http://SAM.gov) or [www.grants.gov](http://www.grants.gov).
- Box 8b: Employer/Taxpayer Identification Number (EIN/TIN): Enter organization's EIN/TIN.
- Box 8c: Organizational DUNS: Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet.
- Box 8d: Address: Enter address: street (required); city (required); County/Parish, State (required if country is the United States), Province, Country or Territory (required), 9-digit zip/postal code (required if country is the United States).
- 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.<sup>3</sup> Enter the first and last

<sup>3</sup> The Program Director is responsible for the oversight and day-to-day management of the grant.

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 (required); fax number.

- Box 9: Type of Applicant: Select the appropriate applicant type.
- Box 10: Consumer Product Safety Commission.
- Box 11: Catalog of Federal Domestic Assistance Number: 87.002.
- Box 12: Funding Opportunity Number and Title: CPSC-16-001 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.
- Box 15: Descriptive Title of Applicant's Project: Type the title of the FOA (Pool Safely Grant Program) and upload the project abstract as described in Section IV.B.3.e. 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.
- Box 17: Proposed Project Start and End Date: Insert a proposed project start date of July 16, 2018 and a proposed project end date of July 16, 2020.
- 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 \$250,000. 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 include, but may not be limited to, delinquent audit disallowances, loans, and taxes. If yes, 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.

**b) Assurances Nonconstruction Programs (SF-424B)**

Complete application form SF-424b Assurances for Non-Construction Programs provided with the application package. Please review the assurances carefully and submit with the application.

**c) Grants.gov Lobbying Form (Grants.gov)**

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

**d) SF-424 LLL Disclosure of Lobbying Activities (Grants.gov)**

Complete the Disclosure of Lobbying Activities application form provided with the application

package, when applicable.

**e) Other Attachments Form**

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

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)

**f) Project Abstract**

Provide a summary of the application. The abstract may be distributed by CPSC to provide information to the public and Congress. Prepare the abstract so that it is clear, accurate, concise, and without reference to other parts of the application.

The abstract must be submitted in the following format:

- Line spacing: single-spaced, 1.0
- Limited to one page in length. Font size: 12 point
- Paper size: 8.5 by 11 inches
- Page margin size: 1 inch
- Printed only on one side of page.

Place the following at the top of the application abstract:

- Project title
- Applicant name
- Pool Safely Grant Program (PSGP) and FOA (CPSC-18 001)
- Program Director
- Address
- Program Director contact numbers (phone and fax)
- E-mail address
- Applicant website address (if applicable)
- Congressional district(s) served by the project site
- Projected start and end date.

The project abstract narrative should include:

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

**g) Copy of State or Local Pool and Spa Safety Law and Explanation of Eligibility of Law for VGB Act Grants**

An applicant shall demonstrate to the satisfaction of CPSC that the applicant has an 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). Please see Section IV.B.3) f), for additional instructions. The applicant must also explain how applicable state or local law meets each of the safety standards set forth in Section 1406(a)(1) of the VGB Act and how applicant provides for enforcement of the law.

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

#### **h) Project Narrative**

This section is the core of the grant proposal and provides a comprehensive framework and description of all aspects of the 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:

- Line Spacing: single-spaced, 1.0
- Page Limits: reference Section 2.1 for overall application format page limits
- Font size: 12 point
- Paper size: 8.5 by 11 inches
- Page margin size: 1 inch
- Printed only on one side of page

Use the following section headings for the narrative. The narrative should address activities to be conducted over the entire project period and must include the following items in the order listed:

#### **(1) Table of Contents**

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

#### **(2) Introduction**

This section corresponds with Review Criterion 1 - Introduction, in Section V. This section should help reviewers understand the community that will be helped by the proposed project.

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.

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.

### **(3) Work Plan**

This section corresponds with Review Criterion 2 – Work Plan, under Section V. 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.

#### **(ii) Schedule**

Provide a realistic schedule that fully implements the project within the 2-year time period. The schedule must include major milestones that can be tied back to project goals. Upload the schedule under Attachment 3.

#### **(iii) 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: 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.)

As applicable, letters of support or collaboration should be uploaded under Attachment 8.

### **(4) 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.

#### **(i) 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 that 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.

Upload the staffing plan under Attachment 4.

**(ii) 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 overview of the purpose of the costs and how they relate back to the scope of work described in the Methodology section.

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.

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 may be spent:

- on additional training and hiring of enforcement personnel;
- on education of pool construction and installation and pool service companies, and of pool owners, operators, and the public, and
- to defray administrative costs associated with training and education programs.

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.

Please see Appendix A for more information on the budget narrative and allowable and unallowable costs and recommended budget narrative formatting.



Upload the budget under Attachment 2. Indirect Cost Rates for the current year from the cognizant federal agency should be included under Attachment 6.

## **(5) Project Evaluation Plan**

This section corresponds with Review Criterion 4 – Project Plan Evaluation, under Section V.

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).

### **i) Other attachments**

Attach additional information that may support the proposed project (*e.g.*, resumes, charts, organizational brochures, etc.) under Attachment 8. No more than seven additional attachments may be uploaded per application.

## **C. Submission Dates and Times**

### **1. Application Due Date**

The due date for applications under CPSC-18-001 is April 2, 2018, at 11:59 p.m. ET in Grants.gov. Applications completed online are considered formally submitted when the application has (1) been successfully transmitted electronically by your organization's Authorized Organization Representative (AOR) through Grants.gov, and (2) has been validated by Grants.gov on or before the deadline date and time.

Receipt acknowledgement: Upon receipt of an application, Grants.gov will send a series of email messages 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 or has been rejected due to errors.

Please note: Only in limited circumstances may CPSC decide to extend the application deadline. Any extension of the application deadline is in CPSC's sole discretion.

If the Grants.gov website or related functions are not operational such that applicants are not able to submit applications for the 24 consecutive hours immediately prior to the deadline date and time, then potential applicants will be notified by Grants.gov of the system failure and of CPSC's decision regarding an extension and the length of the extension.

If the applicant notifies CPSC of an adverse event occurring within the 24 hours immediately before the deadline that impairs the applicant's ability to successfully submit the application before the deadline (along with supporting facts and details), CPSC will notify the applicant via email as to whether an extension will or will not be granted and the length of any such extension.

Technical difficulties that may be experienced by applicants in submitting an application (such as busy servers, slow Internet or computer connections, slow processing, or large file sizes) will not result in deadline extensions.

## **2. Late Applications and Supplemental Materials**

Applications that are not "validated" by Grants.gov before the deadline date and time will be considered late and will not be eligible for grants under this announcement.

Only materials included with an application that has been validated by the announced deadline will be considered. Supplemental materials submitted after the application deadline or sent directly to CPSC will not be added to an application or considered by the Objective Review Committee.

### **D. Intergovernmental Review**

The PSGP is not subject to the provisions of Executive Order 12372.

### **E. Funding Restrictions**

- At least 50 percent of award funds must be used to hire and train personnel for implementation and enforcement.
- The remainder of the funds may be spent (a) to educate pool construction and installation companies and pool service companies about applicable state or local pool standards, (b) to educate 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, and (c) to defray administrative costs associated with such training and education programs.
- Funds awarded through the PGSP may not be used to pay for administrative costs associated with hiring enforcement personnel.
- Funds awarded through the PSGP must be obligated and costs incurred by the end of the 2-year project/budget period. Obligated grant funds must be expended before the date that is 90 calendar days after the end of the project/budget period.
- No grant funds may be used to defray pre-award costs.

Grant funds may not be used for any purpose or on any activities other than those identified above. Among other things, grant funds may not be used to construct, alter, or renovate pools or spas, or to purchase, install, inspect, repair, or retrofit pool or spa equipment.

Additional information for specific allowable costs under the PSGP awards can be found in Appendix A of this funding opportunity.

## **F. Other Submission Requirements**

### **a) Grants.gov**

Applicants for this funding opportunity are required to submit electronically through Grants.gov. To submit an application electronically, go to [www.grants.gov](http://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.

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

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

- Obtain an organizational Data Universal Numbering System (DUNS) number,
- Register the organization with System for Award Management (SAM),
- Identify the organization’s E-Business Point of Contact (E-Biz POC),
- Confirm the organization’s SAM Marketing Partner ID Number (M-PIN) password,
- Register and approve an Authorized Organization Representative (AOR), and
- Obtain a username and password from the Grants.gov Credential Provider.

Instructions on how to register, tutorials, and FAQs are available on the Grants.gov website at [www.grants.gov](http://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](mailto:support@grants.gov) or by phone at (800) 518-4726. Applicants should ensure that all passwords and registration are current, well in advance of the deadline.

Applicants must ensure that the AOR is available to submit the application to Grants.gov by the deadline date and time set forth in this announcement. CPSC will not accept submission or resubmission of incomplete, rejected, or otherwise delayed applications after the deadline. Therefore, you are urged to submit your application several days in advance of the deadline. Your application must be validated by Grants.gov before the deadline date and time. If your application is rejected by Grants.gov for any reason, you must correct the application and resubmit it to Grants.gov so that the application is validated before the deadline date and time. Except as identified in section IV.C.1., deadline extensions will not be provided.

If, for any reason, an application is submitted more than once before the application due date, CPSC will accept the applicant’s last validated electronic submission before the application due date as the final and only acceptable submission.

Tracking your application: an applicant may track its application by using the Grants.gov tracking number (GRANTXXXXXXXX) provided in the confirmation e-mail from Grants.gov. More information about tracking your application can be found at <http://www.grants.gov/web/grants/applicants.html>. Be sure your application is validated by Grants.gov before the application deadline.

**b) DUNS**

All applicant organizations (and sub-recipients of CPSC award funds) are required to have a Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the federal government. The DUNS number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found by visiting: <http://fedgov.dnb.com/webform> or calling (866) 705-5711.

Applications will not be reviewed without a DUNS number. A missing or incorrect DUNS 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 DUNS number. Applicants should be careful when entering the DUNS number in the application.

**c) SAM**

SAM is a prerequisite to the successful submission of grant applications. SAM information must be updated at least every 12 months to remain active. To learn more about SAM, please visit [www.sam.gov](http://www.sam.gov).

Grants.gov will reject submissions from applicants with expired registrations. Do not wait until the last minute to update your registration in SAM. According to the SAM Quick Start Guide for Grantees ([https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf)), an entity’s registration will become active after 3 to 5 days. Therefore, check for active registration well before the application deadline.

CPSC will not extend the deadline (except as disclosed above), or waive the electronic submission requirement. Applications from applicants that fail to allow ample time to complete registration with SAM or Grants.gov will not be eligible consideration for a grant under this announcement.

Applicants also are responsible for reading the Grants.gov Applicant User Guide, available online at <https://www.grants.gov/web/grants/applicants.html>. This guide includes detailed information about using the Grants.gov system and contains helpful hints for successful submission.

## **V. Application Review Information**

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed 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. Review criteria are outlined below with specific detail and scoring points.

Review criteria are used to review and rank applications. The PSGP application has four review criteria. Sub-criteria review points are listed under the individual review criteria.

## **A. Review Criteria**

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 in terms of protecting children from drowning or entrapment. Eligible applications<sup>4</sup> will be evaluated against the following criteria.

### **a) Introduction (25 points)**

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

- 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.
- b)** (10 points) The applicant’s descriptions of any successful efforts (current or planned), including the measure(s) by 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.

### **b) Work Plan (30 points)**

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

- 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.

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<sup>4</sup> Sections III and IV of this FOA contains the requirements for applicant and application eligibility as well as submission requirements and deadlines.

- c. The extent to which the applicant identifies and appropriately commits to incorporate 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 2-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 agency's organizational structure should be included.

**c) Resources and Capabilities (30 points)**

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

- 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.**

**d) Project Evaluation Plan (15 points)**

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

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.

## **B. Review and Selection Process**

Applications that pass the initial CPSC applicant and application eligibility screening will be independently reviewed and rated by an Objective Review Committee (ORC) panel based on the program elements and review criteria presented in relevant sections of this funding opportunity announcement. 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 based on the review criteria noted above. The ORC committee provides advice on the merits of each application to CPSC program officials responsible for final selections for award.

Eligible applications that receive a final ORC application review score of 70 and above may be considered by CPSC for funding. Of those applications, awards may be made to the extent feasible based on the availability of appropriations.

## **C. Funding Preference**

A “funding preference” is defined as the favorable adjustment of review scores when applications meet specified criteria. An adjustment is made by a set, pre-determined number of points. Each eligible application with a final ORC application review score of 70 or above will be assessed to receive a point adjustment.

For FY 2018 PGSP funding under this FOA, a preference shall be given to states and local governments with the greatest child drowning and pool safety needs. Five points will be added to the final ORC application review scores for eligible applicants whose applications clearly set forth accurate and reliable data demonstrating that the number of incidents involving child drowning, 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 at <http://www.cpsc.gov/en/Research--Statistics/Sports--Recreation/Pools-and-Spas/>.

## **D. Anticipated Announcement and Award Dates**

It is anticipated that awards will be announced before the start date of July 16, 2018.

# **VI. Award Administration Information**

## **A. Award Notices**

Each applicant will be notified in writing by CPSC of the outcome of the objective review process, including a summary of the ORC panel’s assessment of the application’s merits and

weaknesses and whether the application was selected for funding. Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions placed (*e.g.*, such as for revised budgets, submission of Indirect Cost Rate Agreements) on their Notice of Grant Award (NoA) before funding can proceed.

The NoA will set 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 grant support will be given. The NoA is the official authorizing award document. The NoAs under this FOA are anticipated to be sent on or around July 2, 2018.

## **B. Administrative and National Policy Requirements**

Successful applicants must comply with the administrative requirements outlined in:

- 2 C.F.R. part 200 (formerly OMB Circular A-102) Grants and Cooperative Agreements with State and Local Governments.
- 2 C.F.R. part 225 (formerly OMB Circular A-87) Cost Principles for State, Local, and Indian Tribal Governments.

Notwithstanding anything inconsistent or to the contrary below, grant funds awarded under this FOA may not be used for any activities or purpose 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 of every award:

### **a) 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.

### **b) Lobbying Restrictions**

Applicants should be aware that grant recipients are prohibited from using CPSC funds to engage in any lobbying activity. Specifically, no part of the federal award shall 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 (hereinafter referred to collectively as “legislation and other orders”). Other prohibited grass roots lobbying communications by grant recipients using federal funds could also encompass 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.

In accordance with applicable law, 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 only use funds for the authorized purposes for which they received an award. Among other things, grant recipients also should note that as a general matter 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 also that 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.

CPSC cautions recipients of CPSC funds to be careful not to give the appearance that CPSC funds are being used to carry out activities in a manner that is prohibited under federal law. Recipients of CPSC funds should give close attention to isolating and separating the appropriate use of CPSC funds from non-CPSC funds.

Use of federal funds inconsistent with these lobbying restrictions could result in disallowing the cost of the activity or action found not to be in compliance, as well as potentially other enforcement actions, as outlined in applicable grant regulations.

**c) Procurement**

Grant recipients may 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 with 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 C.F.R. § 200.317 or § 200.318, as applicable. To the greatest extent practicable, the Recipient is encouraged to purchase American-made equipment and products with funding provided under CPSC financial assistance awards.

**d) DOMA: Implementation of *United States v. Windsor* and Federal Recognition of Same-Sex Spouses/Marriages**

References: *United States v. Windsor*, 133 S.Ct. 2675 (June 26, 2013); § 3 of the Defense of Marriage Act, codified at 1 U.S.C. § 7.

In any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite-sex spouses, marriages, and households, respectively. By “same-sex spouses,” CPSC means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether the couple resides in a jurisdiction that recognizes same-sex marriage. By “same-sex marriages,” CPSC means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether the couple resides in a jurisdiction that recognizes same-sex marriage. By “marriage,” CPSC does not mean registered domestic partnerships, civil unions, or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.

**e) 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.

**f) Contractor Employee Whistleblower Protections**

Awards issued under CPSC FOAs are subject to the requirements of 48 C.F.R. § 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 C.F.R. § 3.908, note that use of the term “contract,” “contractor,” “subcontract,” or “subcontractor” for the purpose of this term and condition, should read “grant,” “grantee,” “subgrant,” or “subgrantee.”)

**g) Smoke-Free Workplace**

CPSC strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. Furthermore, Pub. L. No. 103-227, the Pro-Children Act of 1994, 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.

**h) Standards for Financial Management**

Recipients are required to meet the standards and requirements for financial management systems set forth in 2 C.F.R. § 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.).

**i) 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).

**C. Terms and Conditions**

The grantee’s Authorized Official must notify the CPSC Program Officer listed on the NoA by email of acceptance of the FOA. Once accepted, unless specifically restricted by a condition of award, the NoA from CPSC authorizes grantees to initiate work on their grant project.

**1. Reporting**

Successful applicants under this guidance must comply with the following reporting and review activities.

**a) Audit Requirements**

Comply with audit requirements of OMB Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default).

**b) Federal Financial Report**

The Federal Financial Report (FFR), SF-425, is required within 90 calendar days after the end of the 2-year project period. The report is an accounting of expenditures under the project during the period of performance. More specific information will be included in the NoA.

**c) SF-270 Drawdown Requests**

Requests for advancement or reimbursement of allowable grant costs will be made with the Request for Advance or Reimbursement, SF-270. If the SF-270 form is incomplete or inaccurate, payment will be delayed.

**d) Delphi System/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.

**e) Progress Reports**

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

- October 16, 2018
- January 16, 2019
- April 16, 2019
- July 16, 2019
- October 16, 2019
- January 16, 2020
- April 16, 2020

Progress reports will measure the progress and performance of the grant's goals and objectives. The reports will 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)
- Discussion of accomplishments or work products achieved during the quarter.
- Identification of changes in the schedule or work plan<sup>5</sup> and an explanation as to why the change occurred, how the change may impact the project, and how the change will be addressed (if needed).

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<sup>5</sup> Notification of project changes through a progress report does not constitute approval. Actions that require formal prior approval (reference 2 CFR 200.407), must be initiated in writing to the Project Officer. If approved, CPSC will issue a revised NoA.

**f) Final Report**

A final report is required within 90 calendar days after the end of the PGSP 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.

**g) SF-428 Tangible Personal Property Report**

Due within 90 days of the project period end date. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. The term tangible personal property does not include copyrights, patents, or securities. More specific information will be provided in the NoA.

**h) Ad Hoc Submissions**

Throughout the project period, CPSC may determine that a project requires submission of additional information beyond the standard deliverables. This information may include, but is not limited to, the following:

- Purchase orders
- Contract documentation
- Proof of project implementation

## **IV. Agency Contacts**

For information related to program, business, administrative, or fiscal issues related to this funding opportunity announcement, contact:

U.S. Consumer Product Safety Commission  
Office of Communications/Grants Management  
4330 East West Highway, Rm. 717  
Bethesda, MD 20814  
[Grants@cpsc.gov](mailto:Grants@cpsc.gov)

For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, 7 days a week, excluding federal holidays, at:

Grants.gov Contact Center  
Phone: (800) 518-4726  
E-mail: [support@grants.gov](mailto:support@grants.gov)  
iPortal: <http://grants.gov/iportal>

**Note:** Applicants should always request a case number when calling Grants.gov for support.

**Other Information**

A technical assistance website has been established to provide applicants with copies of forms, FAQs, and other resources that will help organizations submit competitive applications. To review available resources, visit: <https://www.poolsafely.gov/about-us/grants/>.

The U.S. Consumer Product Safety Commission (CPSC) website is <http://www.cpsc.gov>. The CPSC Pool Safely website is <https://www.poolsafely.gov/grants-vgbfy18>.

## **APPENDIX A – Budget Narrative and Allowable and Unallowable Costs**

### **Budget Narrative**

A detailed budget justification for the 2-year project period of federal funding in line-item format with accompanying narrative must be provided in the application. The budget narrative must explain the amounts requested for each line of the budget listed on the SF-424A Object Class Categories. The budget narrative should specifically describe how each budget line item will support the achievement of proposed objectives. Be very careful about showing how each item in the “other” category is justified. If there are budget items for which costs are shared with other programs, explain the basis for the allocation of costs between 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**

Costs claimed under this award must be reasonable, allowable, and allocable to the grant award. Funds under this announcement are intended to be used for purposes consistent with those described under section I.A. of this FOA. Funds may not be used for activities listed under section IV.D. of this FOA.

Cost must conform to the requirements under:

- 2 C.F.R. part 200 (formerly OMB Circular A-102) Grants and Cooperative Agreements with State and Local Governments.
- 2 C.F.R. part 225 (formerly OMN Circular A-87) Cost Principles for State, Local, and Indian Tribal Governments.

Under section 1405(d) of the VGBA, administrative costs associated with:

- training enforcement personnel; and
- educating
  - a) pool construction and installation companies and pool service companies about the standards; and
  - b) 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

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

## Sample Budget Narrative Format

APPLICANT NAME: - POOL SAFETY GRANT PROGRAM PROJECT NAME:

<b>Project Budget Narrative</b>	<b>Enforcement</b>	<b>Education</b>	<b>Total</b>
<b>a. Personnel</b>	\$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>b. Fringe Benefits</b>	\$16,087.93	\$6,332.27	\$22,420
Fringe Benefits @ 35% (FICA; Health Insurance; Workers Compensation)			
<b>c. Travel</b>	\$968	\$623	\$1,591
Local mileage reimbursement of 5000 miles for project staff @ .445 per mile	\$968	\$623	\$1,591
<b>d. Equipment</b>			\$0
N/A			
<b>e. Supplies</b>	\$0	\$34,900	\$34,900
Printing Costs 20,000 Water Safety Survey		\$1,900	\$1,900
Printing Costs 15,000 Water Safety Resource Guides		\$8,000	\$8,000
Printing Costs 160,000 Home Pool Inspection Checklists	\$0	\$10,000	\$10,000
Printing Costs 5,000 Public Pool Safety Signs	\$0	\$15,000	\$15,000
<b>f. Contractual</b>			\$0
N/A			
<b>g. Construction</b>			\$0
N/A			
<b>h. Other</b>	\$10,000	\$20,600	\$30,600
Train the Trainer Enforcement Training	\$10,000		\$10,000



Props to enhance training, including: • Rescue equipment: ring buoy, reach devices • Life jackets and other flotation devices to demonstrate safe vs. non-safe usage	\$1,500		
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 (\$6.00 unit price) • Presentation folders (.50) unit price	\$8,500		
Educational Events		\$7,500	\$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.		\$7,500	
Radio advertisements promoting pool safety messaging		\$600	
<b>i. Total Direct</b>	\$73,021	\$80,547	\$153,569
<b>j. Indirect Charges @ 23.5% of salary and fringe</b>	\$10,802	\$4,252	\$15,054
<b>k. TOTALS</b>	\$83,823	\$84,799	\$168,622
	50%	50%	

## APPENDIX B – Final Report Template

<b>FY 2018 - Pool Safely Grant Program (PGSP) – Final Report</b>		
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.		
<b>Grantee Name:</b>	<b>CPSC Grant #</b>	
<b>Program Director Name:</b>		
<b>Email Address:</b>	<b>Phone Number:</b>	
<b>Address:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Section 1 - Enforcement Personnel Hiring and Training</b>		
<b>A) Additional personnel hired as a result of the PSGP grant</b>		
1) Goal		
2) Actual		
Nature of employment (full-time, part-time, seasonal, etc.) and responsibilities:		
Impact of additional personnel hired ( <i>additional inspections achieved, actions taken to correct noncompliant facilities, etc.</i> )		
Additional comments:		
<b>B) Enforcement personnel training sessions (# of training sessions)</b>		
Number of training sessions:		
Goal #:		
Actual #:		
Impact of training ( <i>creation of new circular, creative delivery of training, etc.</i> )		
Description of CPSC <i>Pool Safely</i> materials utilized in training (list materials, how the materials were employed, etc.):		
Additional Comments:		
<b>Section II - Education about the swimming pool and spa safety law and prevention of child drowning and entrapment.</b>		
<b>A) Pool construction and installation companies and pool service companies</b>		
Description of audiences:		
Method(s) of outreach/education:		
Number of outreach events:		
Goal:		
Actual:		
Number and nature of businesses reached (include the types of businesses and method(s) by which the		

business were reached, such as events, mailings, etc.):
Goal:
Actual:
Describe the Pool Safely materials utilized 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>i.e. If employing several different methods of outreach, which method worked best?</i> ):
<b>B) Pool owners, pool operators, and other members of the public</b>
Description of audiences (school children, PTAs, public libraries, church groups, youth organizations, etc.):
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 <i>Pool Safely</i> materials utilized in education (List material(s), how materials were employed, and estimated volume distributed to pool construction and installation companies and pool service companies.):
<i>Additional comments (i.e. which method of outreach worked best?):</i>
<b>Section III - Products</b>
<i>List of all materials created through the grant (such as campaign materials, ads, websites, etc.) Attach a copy of the materials in .pdf format, or provide the website.</i>
<b>Section IV - Recommendations</b>
Identify best practices from the design and implementation of the PGSP project.
Identify challenges from the design and implementation of the PGSP project, and suggestions for improvement.
What was the effectiveness of the <i>Pool Safely</i> 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 under this award, 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](mailto:poolsafely@cpsc.gov).

### **Enforcement personnel training**

#### CPSC Guidance for Compliance

- The 8-part training video provides instruction for the proper inspection of pools and spas for compliance with the Virginia Graeme Baker Pool & Spa Safety Act. The video is available online at: [https://www.youtube.com/watch?v=aeelmTFpgqc&list=PLNod1nEchwloV\\_2iurWoiuwx3qZhTqSfQ](https://www.youtube.com/watch?v=aeelmTFpgqc&list=PLNod1nEchwloV_2iurWoiuwx3qZhTqSfQ). The videos are approximately 1 hour long and provide an overview of the VGB Act, pool operation and drain entrapment. The specific sections for residential pools and spas are:
  - Drain Covers and Your Safety
  - Simple Steps to Safer Pools
  - The Simple Steps save Lives (Step 2, Step 3, Step 4, and Step 5)

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

CPSC has many education and communications resources available for use at: <http://www.poolsafely.gov/news-resources/tools-resources/>. These include:

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

Many of these materials are available for free by contacting [poolsafely@cpsc.gov](mailto:poolsafely@cpsc.gov).