

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 a 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.

Attachment 2: Legal Eligibility

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.

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.

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](https://www.carbonmonoxide.com). Candidates may also consider including information from other CPSC sources such as [CO Alarms | CPSC.gov](https://www.carbonmonoxide.com), and [Carbon Monoxide - The Invisible Killer | CPSC.gov](https://www.carbonmonoxide.com).

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.

Attachment 4: Budget Table/ Narrative and Schedule

a.1.1.2 Budget Table/ Narrative

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 to more fully describe the source and type of the cost share.

a.1.2.2 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.

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.

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 substantiating indirect costs that may be reimbursed as permissible administrative costs. Upload the NICRA from the cognizant agency as Attachment 6.