EXECUTIVE OFFICE OF PUBLIC SAFETY & SECURITY

DEPARTMENT OF FIRE SERVICES

STUDENT AWARENESS OF FIRE EDUCATION & SENIOR SAFE GRANT APPLICATION FY 2018

Charles D. Baker
Governor

Daniel Bennett
Secretary of Public Safety & Security

Peter J. Ostroskey
State Fire Marshal

DEPARTMENT OF FIRE SERVICES
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Table of Contents

Purpose 3
Eligibility 3
Funding 3
Tier Allocations 4
Submission and Deadline Requirements 4
Reporting Requirements 5
Required Information 5
School-based S.A.F.E. Program Grant Application 7-9, 11-13
Senior SAFE Program Grant Application 7-8, 10-11, 14-15
Planning Grant Application 7-8, 11-13
Signature Page for Online Submission 16
Joint Agreement 17-19
School-Based S.A.F.E. Program Score Sheet 20
Senior SAFE Program Score Sheet 22

Purpose: The purpose of the school-based S.A.F.E. and Senior SAFE grants are to support programs that:

- **School-based S.A.F.E.**
  - Provide fire and life safety education to school aged children in order for them to recognize the dangers of fire, including the fire hazards that smoking related materials pose.
  - Create school partnerships working together to reach the goals and objectives of the state's *Health Education Curriculum Frameworks* and the *Common Core of Learning* through teaching key fire safety behaviors.
- **Senior SAFE**
  - Provide fire and life safety education to seniors in order for them to recognize the dangers of fire, poisoning, falls and other medical emergencies including the fire hazards that smoking related materials pose.
  - Create community partnerships and collaborate with the purpose of improving fire and life safety in the homes of seniors.

Priorities: Applications funded through these grants shall address the following priorities:

- Activities that address fire and health hazards of smoking related materials.
- Activities/programs that address the key fire and life safety behaviors addressed in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook.*
- Activities/programs that prevent and reduce fire and burns.
- Have trained fire and life safety educators providing education, training and programming in their communities.

Eligibility: Fire departments are eligible to apply for a Senior SAFE grant, school-based Student Awareness of Fire Education (S.A.F.E.) grant, or S.A.F.E. planning grant, and/ or Senior SAFE grant per the following guidelines:

- All municipal fire departments/ fire districts may apply for the Senior SAFE grant.
- Cities or towns whose fire department or fire district had a S.A.F.E. program grant in any of the Fiscal Years 2013-2017 *is* eligible to apply for the School-based S.A.F.E. program grant. Fire departments with ongoing programs may utilize grant resources to enhance their current efforts by adhering to the S.A.F.E. program's guidelines.
- Fire departments or fire districts that have not had an active school-based S.A.F.E. program in any of the Fiscal Years 2013-2017 are eligible to apply for a planning grant.

Planning Grants: School-based S.A.F.E. planning grants will be awarded based on available funds. It is anticipated that $1,500 will be the award for planning grants. Planning grants can be awarded once, and then fire departments/districts must apply for program grants.

Funding: Departments shall use funds to adopt and carry out fire and life safety education in their community. One-half of the budget of a school-based S.A.F.E. grant must be devoted to the core school-based program. Senior SAFE is primarily for the education of the senior population. To be eligible for this grant, the fire department must partner with a community organization that works directly with seniors.

School-based S.A.F.E. Grants Tiers

Tier	Amount	Population
1	$2,600	0-4,999
2	$3,500	5,000-14,999
3	$4,100	15,000-29,999
4	$5,200	30,000-49,999
5	$6,500	50,000-89,999
6	$10,200	90,000-499,999
7	$13,600	Over 500,000

Senior SAFE Grant Tiers

Tier	Amount	Population
1	$1500	0-4,999
2	$1800	5,000-14,999
3	$2000	15,000-29,999
4	$2200	30,000-49,999
5	$2400	50,000-89,999
6	$2600	90,000-499,999
7	$2800	Over 500,000

Grant funding is based on a tiered amount. Fill out the budget page with the requested amount determined by your population.

Program Period:
The grant award funds shall be expended within 12 months of the date of the award letter and the required reports submitted within 14 months of the award letter.

Submission and Deadline Requirements:
Submit an ORIGINAL and ONE COPY of your completed application ONLY for each grant, unless submitting online. Applications must be received **no later than 5:00 PM on Friday, September 29, 2017** by mail, email or hand delivery to:

Department of Fire Services
P.O. Box 1025, State Road
ATTN: 2017 S.A.F.E. Program
Stow, MA 01775

If sending this by mail we suggest you request a return receipt. If emailed, we will email you that we received the application. No extensions beyond the aforementioned deadline will be granted. Faxed applications are NOT acceptable. **A "wet signature" must be mailed to DFS in addition to the online submission. Please email all applications to Cynthia.ouellette@state.ma.us**

THE APPLICATION IS AVAILABLE ON-LINE ON OUR WEBSITE AT THE LINK BELOW

S.A.F.E. and Senior SAFE Grant Applications

Reporting Requirements:

Fiscal Year 2018 Funds
The time period to spend Fiscal Year 2018 S.A.F.E. and Senior SAFE grant funds will expire on December 31, 2018. At that time, grantees will be able to apply for a one time 6-month extension to spend those funds, which shall include a plan on how the extended funds will be utilized. At the close of the single extension all unexpended funds must be returned to the Commonwealth and a Final Budget Worksheet submitted.

Fiscal Year 2017 S.A.F.E. Funds
Communities have until December 31, 2017 to spend their Fiscal Year 2017 funds. Year end reports will be due by January 31, 2018. Communities may request a one-time six-month extension with their completed Year-End Report.

Unexpended Grant Fiscal Year 2016 Funds and Prior Years
In accordance with guidance from the Office of the State Comptroller, the time period to spend Fiscal Year 2016 (or any prior year) balance has expired. Any unexpended Fiscal Year 2016 (or prior year) funds must be returned to the Department of Fire Services. Please coordinate with your financial official to arrange for the return of these funds to DFS as soon as possible.

Compliance Review
The Department of Fire Services will conduct compliance reviews to a number of communities to ensure that communities are complying with the requirements of the S.A.F.E. Program and to provide technical assistance.

Contact:
For assistance in the conceptualization or formulation of your program or application, please contact Cynthia Ouellette via email at Cynthia.ouellette@state.ma.us or by telephone at (978) 567-3381.

Required information: Departments must submit the following information: (If departments are applying for both grants, submit only one copy of the Community Data and Demographics sheets.)

School-based S.A.F.E.:

1. Community Data Sheet (Page 7)
2. Community Demographics (Page 8)
3. School-based Mission Statement (Page 9)
4. Budget Formulation Worksheet (Page 11)
5. Budget and Program Narrative (Page 12-13)
6. Online Submission Signature Page (Page 16)
7. Copy of student evaluation tool
8. Copy of instructor/educator evaluation tool.

Senior SAFE:

1. Community Data Sheet (Page 7)
2. Community Demographics (Page 8)

3. Senior SAFE Mission Statement (Page 10)
4. Budget Formulation Worksheet (Page 11)
5. Budget and Program Narrative (Pages 14-15)
6. Online Submission Signature Page (Page 16)

Planning grant: See page 13

1. Community Data Sheet (Page 7)
2. Community Demographics (Page 8)
3. Budget Formulation Worksheet (Page 11)
4. Budget and Program Narrative (Page 12-13 excluding the evaluation question)
5. Your program must have one school-based and one community-based activity.
6. Online Submission Signature Page (Page 16)

Joint Grants: See page 12

1. Community Data Sheet for each fire department or district (Page 7)
2. Community Demographics for each fire department or district (Page 8)
3. Signed Joint Agreement (Page 17-19)
4. **This in addition to the application requirements listed above.**

Community Data Sheet

For Joint Grants Each Community Must Complete a Separate Community Data Sheet

Preparer Information

Name	
Title	
Organization Name	
Address	
City	
State	
Zip	
Business Phone	
Business Fax	
Email	
FDID Number	

Category: School-Based S.A.F.E. ☐

Senior SAFE ☐

School AND Senior SAFE ☐

Type of Grant Requested: Program Grant ☐ Planning Grant ☐ Joint Grant ☐

Signature of Authorizing Official

_____

Fire Department, Authorizing Official and Date

Community Demographics

Total Community Population Source: Department of Fires Services from 2010 U.S. Census.		
	Public	Private
K-12 School Enrollment		
Pre-K and K		
Grades 1 and 2		
Grades 3 and 4		
Grades 5 and 6		
Grades 7 and 8		
Grades 9 and 10		
Grades 11 and 12		
Total		
Number of Schools (by type):	Public	Private
Elementary		
Middle		
High		
Total		
Population 65+		
Other High-Risk Population Targeted (specify)_____		
Total		

S.A.F.E. Educator Training

Name of Lead S.A.F.E. Educator who has completed MFA *Public Fire and Life Safety Educator Training*	
Name of Lead S.A.F.E. Educator who will complete MFA *Public Fire and Life Safety Educator Training* by June 30, 2018.	

S.A.F.E. Mission Statement
School- Based S.A.F.E. Program

The following represents the *core mission* of the S.A.F.E. program:

The Student Awareness of Fire Education (S.A.F.E.) program is a fire prevention education program designed to equip elementary, intermediate, and high school students with skills for recognizing the dangers of fire, including the fire risks posed by smoking-related materials. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses.

The S.A.F.E. educator serves as a role model for impressionable youth while providing students with firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur, and through a core school-based program, affect a change in the behavior and the safety of the community at large.

The S.A.F.E. Program is designed to create a partnership between the school and fire department. Working jointly to reach the goals and objectives of the state's Curriculum Frameworks and the Common Core of Learning, firefighters teach the Key Fire Safety Behaviors using the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook* and model teamwork for the students.

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

_____

Designated Fire Official Signature/Date Print

_____

School Dept. – Designated Official Signature/Date Print

S.A.F.E. Mission Statement
Senior Safe Program

The following represents the *core mission* of the Senior S.A.F.E. program:

The Senior SAFE program is a fire prevention education program designed to improve the fire and life safety of older adults in the Commonwealth of Massachusetts through education that addresses the unique fire risks for this age group. Some of the risks include smoking, home oxygen use, cooking, electrical and heating dangers. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses and the dangers of fire associated with home medical oxygen use.

Senior SAFE aims to improve the safety of older adult homes. Programs may include the installation of smoke and carbon monoxide alarms, testing and replacing batteries in these devices, the installation and checking of house numbers, installing high-end heat limiting devices on stoves, in-hood stove fire extinguishers, nightlights, and other fall prevention interventions where needed to provide safety for the at-risk older adult population in the community. In addition to installing safety devices, education specific to their circumstances is a crucial component of improving the safety of older adults at home.

The Senior SAFE educator serves as a community leader who can provide firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur, and affect a change in the behavior of older adults.

The Senior SAFE Program is designed to create a partnership between older adults and fire departments through established providers of senior support services such as Councils on Aging, Senior Centers, Visiting Nurse Associations, or other similar agencies.

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

_____

Designated Fire Official Signature/Date Print

_____

Senior Agency Partner – Designated Official Signature/Date Print

Budget Category	**Description** **Town:_____**	**School-Based Budget Amount** **$_____**	**Senior S.A.F.E. Budget Amount** **$_____**
Salary	To defray personnel costs incurred as a result of a commitment to S.A.F.E., such as replacement costs of firefighters dedicated to S.A.F.E. program initiatives. Compensation paid to employees engaged in activities affiliated with this grant may include regular salary, replacement salary, overtime, overtime replacement and other salary benefits		
Training	To provide training of personnel in any nationally recognized fire safety curriculum. Training courses and seminars sponsored by the Department of Fire Services are available. Typical expenses in this category include tuition, S.A.F.E. related in-state travel or lodging, and meal expenses. This includes training conducted by the fire department which should be listed under personnel costs.		
Equipment	Costs associated with the purchase and installation of equipment affiliated with this grant. To purchase or lease equipment to support and enhance S.A.F.E. efforts such as televisions, DVD players, and camcorders. For the Senior SAFE Program, funds may be used to purchase smoke alarms, carbon monoxide alarms, replacement batteries, tools such as drills and step ladders for installation, high-end heat limiting devices for stoves, in-hood stove top fire extinguishers, house numbers, nightlights, and other similar fall prevention devices.		
Materials & Supplies	Costs associated with any materials or supplies affiliated with the grant including: program curriculum, workbooks, DVDs, videos, handouts, classroom supplies, T-shirts, bumper stickers, and other educational or promotional materials.		
Other	To purchase miscellaneous and/or incidental items related to the successful implementation of the S.A.F.E. program.		
Total	The total should be the total amount you are eligible to apply for in your tier.		

Balance of Unexpended Fiscal Year 2016 Funds $_____

(Any Unexpended funds should be returned to DFS)

_____

Chief's signature Date

Budget Narrative for School-Based S.A.F.E. Grants

Fully explain how are you going to spend your **S.A.F.E. grant**? What you will spend your grant on (personnel costs, supplies, etc.)? Identify how at least 50% of your school-based grant will be spent educating students. Include the attached budget sheet for both the school-based and Senior SAFE grants.

Identify your audience. Fully explain who you will be teaching. (Include all grades, number of classrooms you intend on visiting, number of visits to each classroom, etc.)

Program Narrative For School-Based S.A.F.E. Grants
Give a full description of the following:

What are the Key Fire Safety Behaviors you will address during the year? Include how you will address the fire risk of **smoking materials (cigarettes, pipes, lighters, matches, etc.)**

What curricula will you be using?

What instructional methods will you be using?

What other community events will you be sponsoring or involved with?

What is your plan to evaluate your program? Be specific. Attach both the student and teacher evaluation forms you will use to this application. **If you are using the 3rd, 6th or 10th grade evaluations, attach only the cover sheet.**

Budget and Program Narrative for Senior SAFE Grants
Fully explain how you are going to spend your Senior SAFE funds.

What is your plan to address older adult fire safety? (Home visits, senior center visits, installations of smoke alarms or other safety devices) Explain.

Describe any training you intend to provide for other SAFE educators and/or non-fire department partners.

What are the Key Fire Safety Behaviors you will address during the year? **List at least 3.**

Fully explain how you will work with your partnering agency to deliver fire safety information.

What instructional methods will you use?

Fully explain your plan to keep track of smoke/CO alarm installations or home visits.

For Online Submission Only

Signature page must be mailed to: Department of Fire Services
P.O. Box 1025, State Road
Stow, MA 01775
ATTN: 2018 S.A.F.E. Program

I hereby acknowledge that I have reviewed and approved the above grant and budget application and the information provided herein is, as of this date, true and accurate.

_____

Signature – Chief of the Fire Department Date

For the School-based S.A.F.E. grant:
Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

_____

Signature - Designated Fire Official Date

_____

Print Name Title

_____

Signature - Designated School Department Official Date

_____

Print Name Title

For the Senior SAFE Grant:
Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

_____

Signature - Designated Fire Official Date

_____

Print Name Title

_____

Signature - Designated Senior Agency Official Date

_____

Print Name Title

Joint Agreement Between

The Department of Fire Services

And

The S.A.F.E (Student Awareness of Fire Education) Grant Recipients

Senior SAFE Grant Recipients

(To be completed only by Communities/ Districts submitting joint applications)

This agreement is entered into by and between the Commonwealth of Massachusetts, Department of Fire Services, State Road, Stow, Massachusetts and the City/Town of _____, as principal acting on behalf of itself and the City/Town(s) of _____, _____, _____, beneficiaries and regional grant recipients. This agreement is for:

Student-based S.A.F.E. _____

Senior SAFE _____

Both _____

In exchange for mutual promises contained herein, as good and sufficient consideration, the receipt and sufficiency of which are hereby acknowledged, the parties are agreed as follows:

TERMS AND CONDITIONS

I) <u>The Department</u>

A) The Department of Fire Services shall provide S.A.F.E. grant monies, in the amount of $ _____, in accordance with the funding formula provided for in the regional SAFE grant application, incorporated herein by reference.

B) This money is intended to be used for public fire education services to be provided by the principal for itself and all its beneficiaries. The total grant award as provided, above, and shall be the total sum award for the principal and its beneficiaries as determined by the SAFE grant formula provided in the grant application.

II) The Principal and Beneficiaries

A) The principal and its beneficiaries agree to enter into any necessary agreements necessary to effectuate the purpose of the grant award and the terms of this agreement, including but not limited to, the execution of contracts related to the grant.

B) The principal and beneficiaries, expressly warrant that they will abide by the terms of the S.A.F.E. grant and this agreement in exchange for the grant award monies provided for and referenced herein. The beneficiaries will "forgo funding" for their respective communities in exchange for their receipt of services as provided herein.

So Agreed:

For the Department of Fire Services:

_____ _____

Peter J. Ostroskey, State Fire Marshal Date

For the Principal: City/Town of _____

_____ _____
Designated Signature Authority Print Name and Title

_____
Date

For the Beneficiaries:

City/Town of: _____

_____ _____
Designated Signature Authority Print Name and Title

_____
Date

City/Town of: _____

_____ _____
Designated Signature Authority Print Name and Title

_____
Date

City/Town of: _____

_____ _____
Designated Signature Authority Print Name and Title

_____
Date

Required Information

School-Based S.A.F.E. Grant Part 1 This Plan must include all of the following:	**Yes**	**No**	**Partial Information**	**Comments**	**Met All Requirements**
Demographics					
PFALSE Trained member Name: _____ Or: Name of member to complete PFALSE by June 30, 2018 _____					
Past Year-End reports complete					
MFIRS Complete					
Budget page signed by the chief or signature page included					

SAMPLE

Required Information

School-Based S.A.F.E. Grant Part 2	Yes	No	Partial Information	Comments	Met All Requirements
Documented School Partnership: Signed by the chief and superintendent of schools					
Part 3 Narratives Does the plan include al descriptive narrative which includes ALL of the following components: 1. Explanation of how 50% is spent on students. 2. How the grant money is going to be spent. 3. Who is the audience? 4. Grades and students visited. 5. Key fire safety behaviors including the dangers of smoking and smoking materials. 6. What curricula will be used? 7. What instructional methods will be used? 8. What is the plan for both student and teacher evaluations. 9. Any community activity?					

SAMPLE

Required Information

Senior SAFE Grant **Part 1** This Plan must include all of the following:	**Yes**	**No**	**Partial Information**	**Comments**	**Met All Requirements**
Demographics					
PFALSE Trained member Name: _____ Or: Name of member to complete PFALSE by June 30, 2018 _____					
Past Year-End reports complete					
MFIRS Complete					
Budget page signed by the chief or signature page included					

SAMPLE

Required Information

Senior SAFE Grant	Yes	No	Partial Information	Comments	Met All Requirements
Part 2 Documented Partnerships signed by the senior agency partner and the chief.					
Part 3 Narratives Does the plan include al descriptive narrative which includes ALL of the following components: **1.** Plan to address older adult fire safety. **2.** Training for non-fire home visitors. **3.** What **Key Fire Safety Behaviors** will be taught? **4.** Description of working with the partnering agency. **5.** What instructional methods will be used? **6.** A plan to keep records for installations.					

SAMPLE