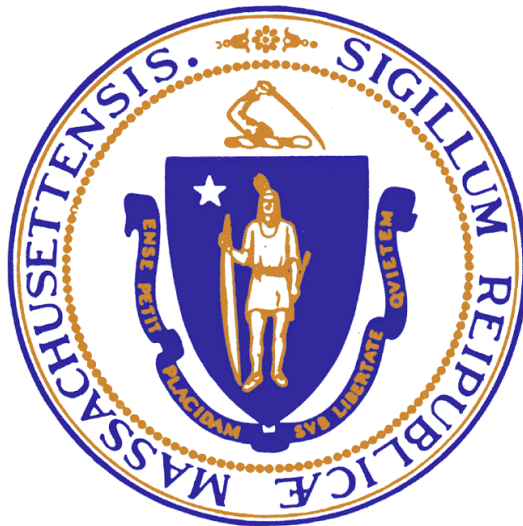


EXECUTIVE OFFICE OF PUBLIC
SAFETY & SECURITY

DEPARTMENT OF FIRE SERVICES

**STUDENT AWARENESS OF FIRE EDUCATION &
SENIOR SAFE
GRANT APPLICATION FY 2022**



Charles D. Baker
Governor

Terrence Reidy
Secretary of Public Safety & Security

Peter J. Ostroskey
State Fire Marshal

**DEPARTMENT OF FIRE SERVICES
P.O. BOX 1025 – STATE ROAD
STOW, MASSACHUSETTS 01775
Telephone: (978) 567-3380
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Table of Contents

Purpose.....	3
Eligibility	3
Funding	3
Tier Allocations	4
Submission and Deadline Requirements	4
Reporting Requirements.....	5
Close Out Information.....	7
S.A.F.E. Program Grant Application (part 1)	9-11
S.A.F.E. Program Grant Application (part 2)	13-15
Senior SAFE Program Grant Application (part 1)	9, 10, 12
Senior SAFE Program Grant Application (part 2)	13,16,17
Planning Grant Application	9,10,13-17
Signature Page for Online Submission.....	18
Joint Agreement.....	19
S.A.F.E and Senior S.A.F.E. 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 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 2016-2021 are 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 2016-2021 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 communities. 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. Grant 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. The amount above is an estimate and will change based upon final funding and the number of grants awarded. Fill out the budget page with the tier amount as determined by your municipality’s or district’s 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, November 19, 2021**, by mail or email to:

Department of Fire Services
P.O. Box 1025, State Road
ATTN: 2022 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 submitting on line. Please email all applications to Matthew.Brennan@mass.gov

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

[S.A.F.E. and Senior SAFE Grant Applications](#)

Fiscal Year 2022 Application Reporting Requirements:

Fiscal Year 2021 S.A.F.E. Funds

Communities have until December 31, 2021, to spend their Fiscal Year 2021 funds. Year-end reports will be due by January 31, 2022. Communities may request a one-time six-month extension with their completed Year-End Report.

- **This must be completed to receive FY 2022 Funds**

Unexpended Grant Fiscal Year 2020 Funds and Prior Years

In accordance with guidance from the Office of the State Comptroller, the time period to spend Fiscal Year 2020 (or any prior year) balance has expired. Any unexpended Fiscal Year 2020 (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.

- **This must be completed to receive FY 2022 Funds**

Grant Monitoring:

The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice will be given prior to a site visit. Findings of non-compliance with any portion of the terms of the FY21 S.A.F.E. and Senior SAFE Application, the executed Standard Contract Form, and the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS.

Program Grant Scoring Criteria

The Office of the State Fire Marshal will review applications using scoring criteria designed to encourage quality programs that also have accountability. This year, a total of **80 points** is required for an application to be considered “**meets program requirements**” and to be **fully funded**. In addition, communities must be current with MFIRS participation through June 2021 to receive funding.

Participation in MFIRS

5 points

- Participation in MFIRS is current through June 2021
Yes = 5 points, No = 0 points
Verification will be made by the Department of Fire Services
- Note: **Communities must score 5 points to qualify**

Training of S.A.F.E. Educators

30 points

- Name of active S.A.F.E. educator who has completed PF&LSE or who holds a teaching certificate = 30 points

Or

- Name of active S.A.F.E. educator who is scheduled to complete a PF&LSE class offering by June 30, 2022, = 25 points

Program Organization **40 points**

Presentation Style: **20 Points**

- Assembly/Auditorium Presentation = 5 points
- Combination Assembly and Classroom/Home Presentations = 12 points
- Individual Classroom/Home Presentations = 20 Points

Multiple Contacts: **10 Points**

- 1 contact per student/senior = 2 points
- 2 contacts per student/senior = 5 points
- 3 contacts per student/senior = 8 points
- 4 or more contacts per student/senior = 10 points

Breadth of Program: **10 points**

- Less than 10 total classroom/senior household contacts or 20% of the student/senior population reached = 2 points
- 11-25 total classroom/senior household contacts or 40% of the student/senior population reached = 4 points
- 26-50 total classroom/senior household contacts or 60% of the student/senior population reached = 6 points
- 51-75 total classroom/senior household contacts or 80% of the student/ senior population reached = 8 points
- More than 76 total classroom/senior household contacts or greater than 80% of the student/senior population reached = 10 points

Evaluation **25 points**

- Document the method of conducting student evaluations =Range 0-10 points
- Document the method of conducting educator evaluation =Range 0-10 points
- Using the S.A.F.E. 3rd grade evaluation tool = 5 points

A copy of the Program Grant Score Sheet that will be used by the reviewers is attached to this document on pages 22 and 23.

Fiscal Year 2022 Close Out Reporting Requirements:

As a part of receiving the S.A.F.E and Senior S.A.F.E grant you will be required to meet the following requirements as a close out report.

- **Fiscal Year 2022 Year End Report**

The Fiscal Year 2022 Year End report will consist of seven sections that is designed to show the progress & impact your program has produced and how your grant money was spent. The seven sections are as follows 1. Year-End Narrative-report that provides a synopsis of your program's activities, 2. Year-End Senior S.A.F.E. Activity report-list out the activities done on behalf of Senior S.A.F.E. program, 3. Year-End School Activity Report-list your S.A.F.E program activity and evaluation of one grade level, 4. Year-End Community Activity Report-list of community activities, 5. Student Evaluation Report-summarizes your student evaluations by grade, 6. S.A.F.E. Student and Educator Evaluation Report-reports on the method used for the evaluations, and 7. Year-End Budget Expenditure Worksheet

- **Fiscal Year 2022 Funds**

The time period to spend Fiscal Year 2022 S.A.F.E. and Senior SAFE grant funds will expire on December 31, 2022, and year end reports will be due January 31, 2023. At that time, grantees will be able to apply for a one-time six-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.

Contact:

For assistance in the conceptualization or formulation of your program or application, please contact Matthew Brennan via email at Matthew.Brennan@mass.gov 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
2. Community Demographics
3. School-based Mission Statement
4. Budget Formulation Worksheet
5. Budget and Program Narrative
6. Online Submission Signature Page
7. Copy of student evaluation tool
8. Copy of instructor/educator evaluation tool.

Senior SAFE:

1. Community Data Sheet
2. Community Demographics
3. Senior SAFE Mission Statement
4. Budget Formulation Worksheet
5. Budget and Program Narrative
6. Online Submission Signature Page

Planning grant if competitive grants implemented:

1. Community Data Sheet
2. Community Demographics
3. Budget Formulation Worksheet
4. Budget and Program Narrative
5. Your program must have one school-based and one community-based activity.
6. Online Submission Signature Page

Joint Grants:

1. Community Data Sheet for each fire department or district
2. Community Demographics for each fire department or district
3. Signed Joint Agreement
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 (2020) 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 <i>Public Fire and Life Safety Educator Training</i>	
Name of Lead S.A.F.E. Educator who will complete MFA <i>Public Fire and Life Safety Educator Training</i> by December 31, 2023.	

S.A.F.E. Mission Statement

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 providing students with firsthand knowledge of the dangers associated with fire and age-appropriate information on preventing and surviving those fires that occur. Through a core school-based program, S.A.F.E. educators effect 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

Senior S.A.F.E. Mission Statement

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

Budget Worksheet:

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 2020 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.**

See attached front cover

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? (For example: 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: 2022 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 City/Town 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

D) The Department

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

FY 2022 S.A.F.E. & Senior S.A.F.E Program Grant Score Sheet

Fire Department

Score: _____

Reviewers Initials

Date: _____

Participation in MFIRS	5 points		
Participation in MFIRS is current through June 2021 Yes = 5 points, No = 0 points <i>Verification will be made by the Department of Fire Services</i> Note: Communities must score 5 points to qualify			
Training of S.A.F.E. Educators	30 points		
PFALSE Trained Member: Name: _____ =30 points			
OR Name of Member to Complete PFALSE by June 30, 2022: Name: _____ =25 points			
Program Organization	40 Points		
Presentation Style:	20 Points		
Assembly/Auditorium Presentation = 5 points Combination Assembly, Classroom, Home Presentations= 12 points Individual Classroom or Home Presentations= 20 Points			
Multiple Contacts:	10 Points		
1 contact per student/ senior = 2 points 2 contacts per student/ senior = 5 points 3 contacts per student / senior = 8 points 4 or more contacts per student/senior = 10 points			
Breadth of Program:	10 points		
Less than 10 total classroom/senior household contacts or 20% of the student population/senior community reached = 2 points			
11-25 total classroom/senior household contacts or 40% of the student population/senior community reached = 4 points			
26-50 total classroom/senior household contacts or 60% of the student population/senior community reached = 6 points			
51-75 total classroom/senior household contacts or 80% of the student population/senior community reached			

	= 8 points		
More than 76 total classroom/senior household contacts or greater than 80% of the student/senior population reached	= 10 points		
Evaluation	25 points		
Document the method of conducting student evaluations	=Range 0-10 points		
Document the method of conducting educator evaluation	=Range 0-10 points		
Using the S.A.F.E. 3 rd grade evaluation tool	= 5 points		
	Total Points:		
<i>Notes on Application:</i>			