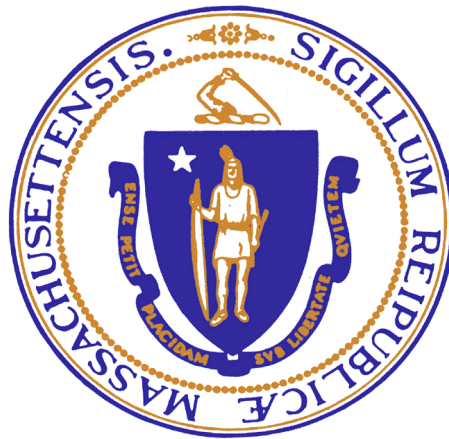


EXECUTIVE OFFICE OF PUBLIC  
SAFETY AND SECURITY  
DEPARTMENT OF FIRE SERVICES  
**NOTICE OF FUNDING OPPORTUNITY**  
**FY23 FIREFIGHTER SAFETY EQUIPMENT**  
**GRANT PROGRAM**



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# FY 2023 FIREFIGHTER SAFETY EQUIPMENT GRANT PROGRAM

## I. OVERVIEW

The Executive Office of Public Safety and Security (EOPSS) and the Department of Fire Services (DFS) are pleased to announce the availability of grant funding in State Fiscal Year 2023 for fire departments in every city, town, fire district, and eligible state authority fire departments of the Commonwealth for the purchase of firefighter safety equipment. The total amount of funding available is \$5 million.

Funds for this program will be awarded on a competitive basis. Details on the scoring rubric and award decision process can be found in Section III.

All applicants must attend a mandatory application period webinar. Please see Section XI for more information.

A detailed list of eligible program expenses can be found in Section XV. Funds cannot be utilized for maintenance, lease, or personnel costs. Vehicles are not allowable.

This grant is a reimbursement-based program. Grant recipients will purchase, receive, and pay for all equipment, then submit documentation to DFS in the form of a reimbursement request in order to receive funding.

## II. ELIGIBILITY

Fire departments of every city, town, fire district, and authority of the Commonwealth are eligible to apply for funds. Each fire department may apply for an amount of funding up to the maximum amounts stated below based on the size of the population that they serve:

Population Served	Maximum Award Amount
0-2,499	\$10,500.00
2,500-4,999	\$12,500.00
5,000-9,999	\$15,500.00
10,000-29,999	\$19,000.00
30,000-49,999	\$25,000.00
50,000-99,999	\$35,000.00
100,000+	\$50,000.00

Departments may combine eligible award amounts and submit regional applications either on their own or through regional planning agencies. On all regional applications, the Primary Applicant will serve as the grant administrator, responsible for signing the contract, submitting reimbursement requests, and ensuring compliance with all grant terms and conditions.

Each eligible fire department may submit or be named on one (1) single-department or regional application. Submitting or being named on more than one application may result in disqualification of all applications.

## III. APPLICATION SCORING AND AWARD DECISION PROCESS

The goal of the program is to provide fire departments with the necessary personal protective and safety equipment to be in compliance with National Fire Protection Agency (NFPA) and Occupational Safety and Health Administration (OSHA) standards. To achieve this goal, each application line item will be scored according to the chart below.

Applicants shall indicate on the Budget Detail section of their application which of the Justification categories below their request fits most closely with, and provide information supporting the selection in the Budget Narrative Section. DFS will review all applications to verify that applicants provided appropriate information in their narrative to support the justification selected. The Budget Narrative itself is not scored, but applications that do not contain adequate supporting information in the Budget Narrative to enable DFS to evaluate the accuracy of the justification selection will be scored as “No justification or insufficient justification provided”. For example, if an applicant requests 15 new portable radios and selects “Replacing equipment that is unusable or unrepairable to meet a current NFPA or OSHA standard” but the narrative does not describe specifically how the existing radios are unusable/unrepairable, the application score will be reduced.

The full Allowable Equipment List with designated Equipment Priority Levels can be found in Section XV.

Scoring Table			
Purchase Justification	Equipment Priority Level		
	High	Medium	Low
Replacing equipment that is unusable or unrepairable to meet a current NFPA or OSHA standard	10	8	6
Obtaining new NFPA or OSHA compliant equipment to meet minimum operational and deployment standards for existing missions	10	8	6
Increasing NFPA or OSHA compliant supplies for new hires and/or personnel without equipment (equipment to be assigned to individuals)	9	7	5
Replacing useable but non-compliant equipment to meet a current NFPA or OSHA standard	8	6	4
Purchasing a second set of NFPA or OSHA compliant equipment/gear for personnel who currently have one compliant set	7	5	3
Obtaining NFPA or OSHA compliant equipment for new mission	6	4	2
Increasing supply of existing NFPA or OSHA compliant equipment	6	4	2
Replacing currently NFPA or OSHA compliant equipment to upgrade technology/capabilities	5	3	1
No justification or insufficient justification provided	4	2	0

Each application will receive a final score which weighs the individual score of each line item **proportionally** relative to the total value of the application. For example:

- A department that requests \$5,000 of equipment scoring ‘10’, and \$5,000 of equipment scoring ‘6’ will receive a final score of ‘8.0’.
- A department that requests \$9,000 of equipment scoring ‘10’, and \$1,000 of equipment scoring ‘6’ will receive a final score of ‘9.6’.
- A department that requests \$6,000 of equipment scoring ‘8’ and \$4,000 of equipment scoring ‘6’ will receive a final score of ‘7.2’.

Based on the total amount of the applications submitted and the final scores of each, DFS will make awards that prioritize full funding of the highest scoring applications. For example, applications with a final score of 8.0 or greater

may be funded in full (subject to the maximum eligible award amounts), while applications with final scores of less than 8.0 are reduced by increasing amounts as scores decrease.

All awards are contingent upon the availability of funding. All funding is subject to appropriation.

#### **IV. SPECIAL CONDITIONS**

By submitting an application for this program, the applicant agrees to comply with the following:

1. The department must be in compliance with the Massachusetts Fire Incident Reporting System (MFIRS) for calendar year 2021 at the time of the submission deadline.
2. Purchases made with Firefighter Safety Equipment Grant Program funds become the property of the city, town, authority, fire district, or state authority fire department they are purchased by.
3. All equipment purchased with Firefighter Safety Equipment Grant Program funds that has a unit value of \$1,000 or greater must be entered into an inventory.
4. Equipment must be purchased and installed in accordance with applicable codes of the Commonwealth of Massachusetts including fire, building, electrical and health code requirements.
5. Grantees must submit a Final Grant Report to DFS detailing the equipment that was purchased, how it was deployed within the fire department, and the benefit(s) realized through the funding before a reimbursement payment will be processed. The final deadline for submission of these reports is July 28, 2023. The required reporting form is available [here](#).
6. Every city, town, fire district, or state authority fire department must adhere to the provisions set forth in M.G.L. Chapter 30B (municipalities) or the Uniform Procurement Act, 815 CMR 2.00 which incorporates the procurement requirements of 801 CMR 21.00 (state authorities), as well as the procurement policies and procedures of the local unit of government.

#### **V. LIMITATIONS ON THE USE OF PROGRAM FUNDS**

1. No personnel, construction, or maintenance costs can be paid with funds from this program. Equipment installation, setup, and shipping costs are allowable.
2. Lease programs are not permitted under this grant. All expenses must be physical assets that the grant recipient is taking ownership of. Recurring service or subscription fees are not allowable.
3. Purchases of vehicles are not allowable.

#### **VI. FORMS TO BE COMPLETED UPON GRANT AWARD:**

The grant award period will not begin until both the community AND DFS execute a formal grant agreement contract. Upon notification of a grant award, all grantees will be required to complete and sign the Commonwealth Standard Contract Form and Contractor Authorized Signature Listing Form. These documents will be provided to departments upon award and do not need to be submitted with the grant application.

#### **VII. GRANT PERFORMANCE PERIOD**

The grant performance period for this program will begin upon execution of a contract between DFS and the grant recipient, and terminate on June 30, 2023. Each grantee will receive a Notice to Proceed, which will include notification of the grant performance period and a copy of the fully executed grant agreement contract.

**Approved expenditures may not be made until a contract has been executed between DFS and the grant recipient. Expenses incurred prior to execution of a contract will not be eligible for reimbursement through this program.**

Grant recipients must accept delivery of equipment no later than June 30, 2023. Equipment delivered to the recipient after that date will not be eligible for reimbursement through this program.

## **VIII. GRANT PERFORMANCE PERIOD EXTENSIONS**

Grant recipients may request a single performance period extension if extenuating circumstances beyond the control of the recipient (backordered equipment, supply chain disruptions, vendor errors, etc.) will prevent equipment from being delivered before June 30, 2023. Extension requests for these purposes must be submitted to DFS by email no later than June 1, 2023. Approval of extension requests, including requests submitted after June 1, 2023, is at the sole discretion of DFS. For an extension request to be approved, the grant recipient must provide evidence of circumstances beyond their control resulting in the need for the extension.

Extension requests should be submitted by sending the information below to [OPS.DFS-TM-Grants@mass.gov](mailto:OPS.DFS-TM-Grants@mass.gov) in the body of an email:

- Type of equipment ordered
- Quantity of equipment ordered
- Vendor(s) equipment was ordered from
- Total price of equipment
- Date equipment order was placed
- Date equipment delivery is expected

## **IX. DISBURSEMENT OF GRANT FUNDS**

The Department of Fire Services agrees to disburse funds on a cost reimbursement basis only after goods have been received and the vendors have been paid. All costs requested for reimbursement must be listed on the DFS Firefighter Safety Equipment Grant Final Report/Financial Summary form. Appropriate supporting documentation must also be attached, including:

1. Copy of invoice
2. Proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer or signed as paid by the City/Town fiscal officer.

Reimbursement requests may be submitted as soon as the goods have been received and paid for, but no later than July 28, 2023.

The Department of Fire Services cannot disburse grant funds for any expenses incurred outside the contract period. Documentation of all expenses is required and subject to audit.

## **X. PROJECTED TIMELINE**

<b>Milestone</b>	<b>Date</b>
Application Period Open	September 16, 2022
Application Submission Deadline	October 21, 2022 at 5:00 PM
Award Announcements	Week of November 14, 2022 (estimated)
Extension Request Deadline	June 1, 2023
End of Grant Performance Period	June 30, 2023

## XI. MANDATORY APPLICATION PERIOD TRAINING

A **MANDATORY** webinar on this grant program has been posted to DFS's Learning Management System (LMS). This program can be accessed by clicking [HERE](#) and searching for program code **GFS**.

This program covers all relevant grant requirements from application to closeout, including how to apply, signing the contract documents, purchasing equipment in compliance with grant terms and conditions, and submitting reimbursement requests/final reports.

Either the Fire Chief or designated Grant Manager for each applicant must complete this program prior to the application deadline. Departments that do not complete the program by the application deadline will not be eligible to receive an award.

For regional applications, only the primary applicant is required to complete this training.

## XII. HOW TO APPLY

The completed application consists of an Excel file with four (4) separate tabs:

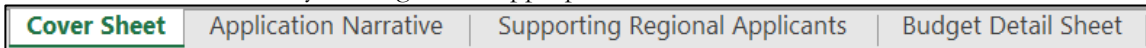
- Cover Sheet
- Application Narrative
- Supporting Regional Applicants\*
- Budget Worksheet

\*Only required for regional applications.

The document is available [HERE](#).

### Completing the Application

1. This document is intended to be filled out in the order the tabs are arranged in from left to right. Navigate from one tab to the next by clicking on the appropriate title in the bottom ribbon, as shown below:



2. Only those cells that require data input from the applicant are unlocked and able to be edited. Excel will auto-fill certain cells as the document is completed, and complete all mathematic calculations on the 'Budget Detail Sheet'.

#### Cover Sheet

1. Fill out all underlined fields in this form.
  - a. If the Fire Chief will be serving as the Grant Manager, the Grant Manager Section may be left blank. DFS will include the Fire Chief and any Grant Manager named on the application on all notification and reminder emails for this grant. Any Grant Manager named on the application will also have authority to sign and submit reimbursement requests for this grant.

#### Application Narrative

1. Follow the directions in each of the two narrative fields to explain what funding is being requested for, why it is needed, and how it will benefit the department. Use ALT+ENTER to create spaces between paragraphs. Be sure to connect the explanation in the narrative to one of the Purchase Justification options from the scoring table for each item requested.

#### Supporting Regional Applicants

1. If submitting a regional application, fill out all applicable fields for the departments that will be part of the application. If submitting a single department application, leave this page blank.

#### Budget Detail Sheet

1. Your maximum eligible award amount will be shown at the top of this page, along with your department name and application type. Working through each budget category, select the equipment type, justification for purchase, quantity, and unit price of the items funding is being requested for.
2. As rows are filled out, the “Application Amount” and “Amount Remaining” numbers will total up the request and provide a current total. You may not apply for more than your maximum eligible award amount.

#### **Interoperable Communications Investment Proposal (ICIP)**

1. If you are requesting any equipment from the Communications category, review the ICIP form (available [here](#)) to determine if the equipment you are requesting falls within any of the listed exemptions on page 2.
2. If it does not, this form must be filled out and submitted to DFS with your application. If the equipment you are requesting is exempt, no further action is needed.

#### **Submitting the Application**

1. The completed Excel file must be emailed to [OPS.DFS-TM-Grants@mass.gov](mailto:OPS.DFS-TM-Grants@mass.gov) no later than **5:00 PM on October 21, 2022** as an Excel file. If you are unable to sign the Excel file electronically, please submit the Excel file unsigned and a separate signed copy as a PDF (scanned).

Handwritten forms will not be accepted. Hard copies should not be mailed to DFS.

### **XIII. GRANT MONITORING**

The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, 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 FY23 Firefighter Safety Equipment Application, the executed Standard Contract Form, or the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS.

### **XIV. CONTACT**

For technical assistance or questions on this application, please contact Tim Moore at 978-567-3721 or by e-mail at [OPS.DFS-TM-Grants@mass.gov](mailto:OPS.DFS-TM-Grants@mass.gov).

## XV. ALLOWABLE EQUIPMENT LIST

The items below shall be considered allowable expenses within this grant, and will be scored according to the High, Medium, and Low Priority designations as shown:

Active Shooter Response		Chem./Bio./Rad. Decontamination Equip.	Chem./Bio./Rad. Detection Equip.	Chem./Bio./Rad. Mitigation Equipment
Ballistic Vest	H	Mobile/Portable Decontamination System	Biological Aerosol Collection Unit	Air Powered Corrosives Pump
Ballistic Helmet	H		Carbon Monoxide Detector	Air Tools
Medical Equipment (non-consumable)	H	Multi-nozzle mass decontamination appliance	Chemical Detection Papers/Strips	Biological Sample Container
Litter	H	Repair/Replacement Parts for State Issued Mass Decon Unit	Colorimetric Chemical Analysis Set	Chlorine Leak Kit (A,B,C)
			Combustible Gas Detector/4-Gas Meter	Compressed Air Leak Sealing Bags/Devices
			Electronic Pager Dosimeter	Mercury Spill Kit
			Gas Chromatograph/Mass Spectrometer	Non-Sparking Hand Tools
			HCN Detector	Plugging and Patching Kit
			Infrared Spectrometer	
			Ion Mobility Spectrometer	
			M256-A1 Chemical Detection	
			Mercury Vapor Analyzer	
			Multi-Surface Acoustic Wave Detector	
			Photo-Ionization Detector	
			Portable Radiological Survey Instrument	



Chem./Bio./Rad. Protection Equipment		Communications Equipment		Department Equipment		Health and Wellness Equipment	
Air Purifying Respirator	H	Communications Support Equipment <sup>1</sup>	H	Accountability Board/Mobile Command Console	H	Exercise Equipment	M
Chemical Protective Boots	M	Crisis Management Software	M	Air Compressor/Fill station/Cascade System (Fixed or Mobile) for filling SCBA	H	Wellness Program Equipment to assist in instruction of personnel on wellness matters	M
Chemical Protective Clothing - Level "A"	M	Fixed Site Communication Equipment <sup>2</sup>	H	Diesel Exhaust Removal Systems	H	Wellness Program Equipment to support in service monitoring of Firefighting personnel	M
Chemical Protective Clothing - Splash Resistant	M	In Suit Communications Systems	H	Directional Hose Exit Device System	H		
Chemical Protective Gloves	M	Individual/Portable Radios	H	Hand Tools (halligans, axes, bars, etc.)	H		
Chemical Resistant Tape	M	Mobile Radios and Repeaters for Fire Department Vehicles	H	Ropes (Rescue & Individual Safety and Hardware)	H		
Cooling Vest	M	Pager Notification Systems	M	Handheld GPS	L		
Powered Air Purifying Respirator	M	Portable Meteorological Station	L	Hoses, Nozzles, and Valves	H		
		Portable Radio Support Equipment <sup>3</sup>	H	Hose/Nozzle Management System	H		
		Portable Repeater	H	Hose Tester	M		
		Satellite Phones	L	Ion Battery Extinguisher/Storage Drum	M		
		Tablets/Computer Systems <sup>4</sup>	M	Personnel Accountability System	H		
		Vocal Alarm Systems	M	PPV Fan	H		
				Portable Fire Pump	M		
				Roadway/Highway Safety Equipment	H		

<sup>1</sup> Including Comparators, antennas, Communication Consoles and Interface Systems

<sup>2</sup> Base Stations, Repeaters, Antennas, Cabling, Lighting Protection, Back up Power Supplies, Emergency Generation Equipment and Remote Base Stations

<sup>3</sup> Including Battery Chargers, Battery Conditioners, Speaker Mics, and Headsets

<sup>4</sup> Integrated/wireless for Incident Management/Unified Command-no general use computers

Personal Protective Clothing		Personal Protective Equipment		Rehab Systems		Rescue/R.I.T.	
Boots, Leather	H	Fit Testing Machine	H	Cooler	M	Cold Water Immersion Suit/Dry Suit	H
Boots, Rubber	H	Personal Safety Light	M	Heater	M	Cribbing & Wedges	H
Bunker Coat	H	Individual SCBA Facepiece	H	Tent	M	Extrication Tools including Spreaders, Cutters, Rams, Accessories	H
Bunker Pants & Suspenders	H	Personal Alarm Safety System (PASS) Device	H			Gas or Battery Powered Scene Lighting	H
Complete set of Turnout Gear	H	Personal Alarm Safety System (PASS) with Physiological Monitoring System	H			Ice Rescue Board/Rapid Deployment Craft	H
EMS/Extrication Coat	H	Personal Harness	H			Impact Hammer Drill	H
EMS/Extrication Pants	H	SCBA Bottle	H			Life Jacket (PFD)	H
Eye Shield	H	SCBA Eye Glass Holder	H			Lifting Air Bag	H
Gear Drying Rack/Cabinet	H	SCBA Voice Amplifier	M			Portable Generator	M
Gloves	H	Self-Contained Breathing Apparatus (SCBA)	H			Reach Pole System	H
Goggles	H					Reciprocating Saw	H
Helmet	H					Rescue Saw/Chain Saw	H
Nomex or PBI Hood	H					RIT SCBA System	H
Tumble Dryer Unit	H					RIT System (Ropes etc.)	H
Washer/Extractor Unit	H					Scuba Equipment Tanks, Regulators, Fins and Hoods	M
						Scuba Support Equipment	M
						Throwable Rescue Device	H
						Vehicle Stabilization Struts	H

Thermal Imaging Cameras		Training	
Replacement Batteries	M	Laptop Computer	M
Thermal Imaging Camera	H	LCD Projector	M
Video Monitoring Equipment	H	Training Software Package	H