Executive Office of Public

Safety and Security

Department of Fire Services

**Notice of Funding Opportunity**

**FY23 Student Awareness of Fire Education & Senior Safe Grant Program**



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**FY 2023 student awareness of Fire Education & Senior SAFE**

**Grant Program**

## 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 to a) 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, and b) 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. The total amount of funding available is $1,971,746.

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.

Applicants are encouraged to have a trained fire and life safety educators, and to promote activities/programs that utilize the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*.

Special conditions on spending can be found in Section IV. **Funds for the school based S.A.F.E. program and the Senior S.A.F.E. must not be mixed.**

## Eligibility

Fire departments of every city, town, fire district, and authority of the Commonwealth are eligible to apply for funds. Funding is based on a tiered amount determined by population as recorded in the 2020 US census. The amounts are an estimate will change based upon final funding and the number of grants awarded.

**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 |

## MFIRS compliance: Communities must participate in MFIRS and be current through June 2022.

**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.

## Application Scoring and Award Decision Process

Submit your completed application no later than **5:00 PM** on **Friday October 7, 2022**. All grant award funds shall be expended within 12 months of the date of the award letter and required reports submitted within 14 months of the award letter.

The Division of Fire Safety will review applications using scoring criteria designed to encourage quality programs. This year, a total of **76 points** is required for an application to be considered “**meets program requirements”** and to be fully funded.

|  |  |  |  |
| --- | --- | --- | --- |
| **Scoring Table** | | | |
| **MFIRS, Training & Evaluations:** | **Scoring** | | |
| **Yes** | **No** | **In the process of obtaining** |
| Participation in MFIRS is current (Required) | 5 | 0 | n/a |
| The name of an educator who has completed PFALSE or who holds a teaching certificate | 30 | 0 | 25 |
| Documented the method of conducting student evaluations | 10 | 0 | n/a |
| Documented method of conducting educator evaluations | 10 | 0 | n/a |
| Use of one of the SAFE 3rd grade/ 6th grade / 10th grade evaluation tools | 5 | 0 | n/a |
| **Contacts with Students & Seniors:** | **Scoring** |  |  |
| **Times Contacted:** | **1** | **2** | **>2** |
| Contacts with students to follow up on lessons | 2 | 5 | 10 |
| Contacts with senior to follow up on lessons | 2 | 5 | 10 |
| **Breadth of Program:** | **Scoring** |  |  |
| **Points** | **4** | **6** | **10** |
| 20%-40% of student/senior population reached by proposed program | 4 |  |  |
| 40%-60% of student/senior population reached by proposed program |  | 6 |  |
| >60% of students/ senior population reached by proposed program |  |  | 10 |
| **Presentation Style:** | **Scoring** |  |  |
| **Points** | **5** | **15** | **30** |
| Assembly Presentations | 5 |  |  |
| Combination Assembly and Classroom/Home visits |  | 15 |  |
| Classroom/Home visits |  |  | 30 |

## 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) through June 2022**.
2. **Fiscal Year 2022 S.A.F.E. Funds:** Communities have until December 31, 2022, to spend their Fiscal Year 2022 funds. Year-end reports will be due by January 31, 2023. Communities may request a one-time six-month extension with their completed [Year-End Report](https://www.mass.gov/doc/fy22-safe-grant-end-of-year-report/download).
3. The Fire Safety Division may conduct either desk-based review or on-site monitoring visits or both. Advance notice will be given for site visits. Finding of non-compliance with any portion of the terms of the Fiscal Year 2022 S.A.F.E. and Senior SAFE Application, 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.
4. **Unexpended Grant Fiscal Year 2021 Funds and Prior Years:** In accordance with guidance from the Office of the State Comptroller, the time to spend Fiscal Year 2021 (or any prior year) balance has expired. Any unexpended Fiscal Year 2021 (or any 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 Fiscal Year 2023 Funds.**
5. **Joint Applications** are available but will require an additional contract among participating communities.
6. **LIMITATIONS ON THE USE OF PROGRAM FUNDS**

* One-half of the budget of the school-based S.A.F.E. grant must be devoted to the core of the school-based program.
* Funds for S.A.F.E. and Senior SAFE cannot be mixed.
* Materials or equipment purchased cannot have multi-use and are limited to the S.A.F.E. and Senior SAFE programs.

## Grant Performance Period

This grant awards 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.

1. **GRANT PERFORMANCE PERIOD EXTENSIONS**

Grant recipients may request a single six-month period extension by December 31, 2023. To receive an extension, fill out a budget worksheet detailing the remaining funds and submit to Fire Data & Public Education Coordinator via email at [SAFE.firesafetydivison@mass.gov](mailto:SAFE.firesafetydivison@mass.gov)

1. **PROJECTED TIMELINE**

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Application Period Open | September 9, 2022 |
| Application Submission Deadline | October 7, 2022 at 5:00 PM |
| Award Announcements | November 30, 2022 (estimated) |
| Extension Request Deadline | December 31, 2023 |
| End of Grant Performance Period | January 31, 2024 |
| Final Reports/Six Month Extensions Due | January 31, 2024 |

## How TO APPLY

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

* Cover Sheet
* Community Data Sheet
* Community Demographics Sheet
* Mission Statement (both for SAFE & Senior SAFE)
* Budget Formulation Worksheet
* Budget and Program Narrative (both for SAFE & Senior SAFE)
* Copy of Evaluation Tools
* Online Submission Signature Page

The document is available [**HERE**](https://www.mass.gov/media/2490641/download).

**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:



* + - 1. 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



Fill out all underlined fields in this form.

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.

Supporting Joint Applicants



1. If submitting a joint 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.
2. If submitting a joint application an additional contract will need to be signed after grants are awarded.
3. If **not** submitting a joint application, please disregard.

Community Information



1. Follow the directions in each of the two narrative fields.

Budget Work Sheet



1. Working through each budget category, estimate the costs as best you can. Any significant changes should be documented in the end of year report.

SAFE Narrative



1. Follow the directions in each of the six narrative fields.

Senior SAFE Narrative



1. Follow the directions in each of the six narrative fields.

Signature Page



1. This is an electronic signature, please make sure to read the linked messages.

**Submitting the Application**

1. The completed Excel file must be emailed to no later than **5:00 PM on** **October 7, 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.

1. **GRANT MONITORING**

The Fire Safety Division 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 S.A.F.E. and Senior SAFE grant, 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.

## CONTACT

For technical assistance or questions on this application, please contact Matt Brennan at 978-567-3381 or by e-mail at [SAFE.FireSafetyDivision@mass.gov](mailto:SAFE.FireSafetyDivision@mass.gov)