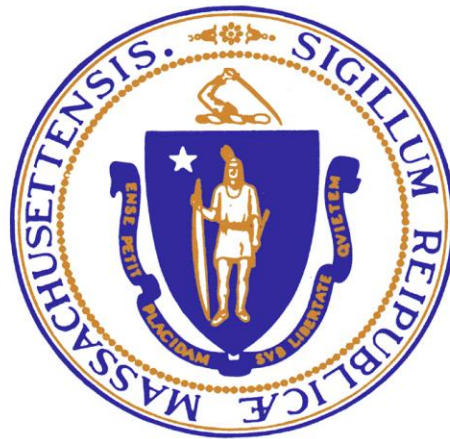


EXECUTIVE OFFICE OF PUBLIC  
SAFETY AND SECURITY

DEPARTMENT OF FIRE SERVICES

**NOTICE OF FUNDING OPPORTUNITY**

**FY24 FIREFIGHTER SAFETY EQUIPMENT  
GRANT PROGRAM**



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# FY 2024 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 2024 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 shown 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

Maximum award amounts based upon 2020 Census data.

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 Association (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.

<b>Scoring Table</b>			
<b>Purchase Justification</b>	<b>Equipment Priority Level</b>		
	<b>High</b>	<b>Medium</b>	<b>Low</b>
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 that the department does not currently have to meet minimum operational and deployment standards	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 (tech rescue team, dive team, hazmat team, etc.)	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 9.0 or greater may be funded in full (subject to the maximum eligible award amounts), while applications with final scores of less than 9.0 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 2022 at the time of the submission deadline. Departments that are not compliant with MFIRS as of the application deadline will not be awarded funding.
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 26, 2024. 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, Contractor Authorized Signature Listing Form, and a Grant Agreement Scope of Work and Budget. 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, 2024. Each grant recipient 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, 2024. 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 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, 2024. Extension requests for these purposes must be submitted to DFS by email no later than June 1, 2024. Approval of extension requests, including requests submitted after June 1, 2024, 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 26, 2024.

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

Milestone	Date
Application Period Open	November 2, 2023
Question Submission Deadline	November 24, 2023
Application Submission Deadline	December 1, 2023 at 5:00 PM
Award Announcements	Week of January 1, 2024 (estimated)
Extension Request Deadline	June 1, 2024
End of Grant Performance Period	June 30, 2024
Final Reports/Reimbursement Requests Due	July 26, 2024

## 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.

The webinar must be completed each year. Completion of a prior year's webinar does not fulfill the requirement for eligibility in FY24.

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:

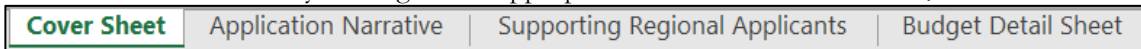
- Cover Sheet
- Application Narrative
- Supporting Regional Applicants\*
- Budget Worksheet

\*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.
3. Departments that submit an application for communications equipment that requires the ICIP form but do not submit the ICIP form or required quote with their application must submit the missing documentation to DFS before the later of the two following dates:
  - a. The application submission deadline.
  - b. Ten (10) business days after notification from DFS that the ICIP and quote are required.

Applicants that do not fulfill this requirement within the stated timeline will have all applicable communications items removed from their application. These applications will be evaluated and awarded based on the merits of any non-communications items listed on their application.

#### **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 December 1, 2023**, 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.

#### **Application Process Questions**

All questions on the application process must be submitted to DFS by phone at 978-567-3721 or email at [OPS.DFS-TM-Grants@mass.gov](mailto:OPS.DFS-TM-Grants@mass.gov) by November 24, 2023. Questions submitted after this date may not be answered before the submission deadline.

### **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 FY24 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	M	Biological Aerosol Collection Unit	L	Air Powered Corrosives Pump	M
Ballistic Helmet	H	Multi-nozzle mass decontamination appliance	M	Carbon Monoxide Detector	H	Air Tools	M
Breaching Tools	H	Repair/Replacement Parts for State Issued Mass Decon Unit	M	Chemical Detection Papers/Strips	L	Biological Sample Container	L
Medical Equipment (non-consumable)	H			Colorimetric Chemical Analysis Set	L	Chlorine Leak Kit (A,B,C)	M
Litter	H			Combustible Gas Detector/4-Gas Meter	H	Compressed Air Leak Sealing Bags/Devices	M
				Electronic Pager Dosimeter	L	Mercury Spill Kit	M
				Gas Chromatograph/Mass Spectrometer	L	Non-Sparking Hand Tools	M
				HCN Detector	H	Plugging and Patching Kit	M
				Infrared Spectrometer	L		
				Ion Mobility Spectrometer	L		
				M256-A1 Chemical Detection	L		
				Mercury Vapor Analyzer	L		
				Multi-Surface Acoustic Wave Detector	L		
				Photo-Ionization Detector	L		
				Portable Radiological Survey Instrument	L		

Chem./Bio./Rad. Protection Equipment		Communications Equipment		Department Equipment			
Air Purifying Respirator	H	Communications Support Equipment	H	Accountability Board/Mobile Command Console	H	Li-Ion Battery Storage Drum	M
Chemical Protective Boots	M	Crisis Management Software	M	Air Compressor/Fill station/Cascade System (Fixed or Mobile) for filling SCBA	H	Li-Ion Fire Blanket	M
Chemical Protective Clothing - Level "A"	M	Fixed Site Communication Equipment	H	Diesel Exhaust Removal Systems	H	Li-Ion Fire Extinguishing Agent	M
Chemical Protective Clothing - Splash Resistant	M	In Suit Communications Systems	H	Directional Hose Exit Device System	H	Patient Lifting Device	H
Chemical Protective Gloves	M	Individual/Portable Radios	H	Electric Vehicle Nozzle	M	Personnel Accountability System	H
Chemical Resistant Tape	M	Mobile Radios and Repeaters for Fire Department Vehicles	H	Gear Drying Rack/Cabinet	H	Portable Fire Pump	M
Cooling Vest	M	Pager Notification Systems	M	Hand Tools (halligans, axes, bars, etc.)	H	PPV Fan	H
Powered Air Purifying Respirator	M	Portable Meteorological Station	L	Handheld GPS	L	Roadway/Highway Safety Equipment	H
		Portable Radio Support Equipment	H	Hose Tester	M	Ropes (Rescue & Individual Safety and Hardware)	H
		Portable Repeater	H	Hose/Nozzle Management System	H	Tumble Dryer Unit	H
		Satellite Phones	L	Hoses, Nozzles, and Valves	H	Washer/Extractor Unit	H
		Tablets/Computer Systems	M				
		Vocal Alarm Systems	M				

Health and Wellness Equipment	Personal Protective Clothing		Personal Protective Equipment
Exercise Equipment <b>M</b>	Boots (Wildland) <b>H</b>	Gloves (Structural) <b>H</b>	Fit Testing Machine <b>H</b>
Wellness Program Equipment to assist in instruction of personnel on wellness matters <b>M</b>	Boots, Leather (Structural) <b>H</b>	Gloves (Wildland) <b>H</b>	Personal Safety Light <b>M</b>
Wellness Program Equipment to support in service monitoring of firefighting personnel <b>M</b>	Boots, Rubber (Structural) <b>H</b>	Goggles <b>H</b>	Individual SCBA Facepiece <b>H</b>
	Coat (EMS/Extrication) <b>H</b>	Helmet (Structural) <b>H</b>	Personal Alarm Safety System (PASS) Device <b>H</b>
	Coat (Structural) <b>H</b>	Helmet (Wildland) <b>H</b>	Personal Alarm Safety System (PASS) with Physiological Monitoring System <b>H</b>
	Coat (Wildland) <b>H</b>	Hood (Nomex or PBI) <b>H</b>	Personal Harness <b>H</b>
	Complete set of Gear (Structural) <b>H</b>	Pants & Suspenders (EMS/Extrication) <b>H</b>	SCBA Bottle <b>H</b>
	Complete set of Gear (Wildland) <b>H</b>	Pants & Suspenders (Structural) <b>H</b>	SCBA Eye Glass Holder <b>H</b>
	Eye Shield <b>H</b>	Pants & Suspenders (Wildland) <b>H</b>	SCBA Voice Amplifier <b>M</b>
	Gloves (Extrication) <b>H</b>		Self-Contained Breathing Apparatus (SCBA) <b>H</b>

Rehab Systems		Rescue/R.I.T.		Thermal Imaging Cameras			
Cooler	M	Cold Water Immersion Suit/Dry Suit	H	Reach Pole System	H	Drone-Mounted Thermal Imager	L
Heater	M	Cribbing & Wedges	H	Reciprocating Saw	H	Handheld Thermal Imager	H
Tent	M	Extrication Tools including Spreaders, Cutters, Rams, Accessories	H	Rescue Saw/Chain Saw	H	Replacement Batteries	M
		Gas or Battery Powered Scene Lighting	H	RIT SCBA System	H	SCBA/Facepiece-Mounted Thermal Imager	M
		Ice Rescue Board/Rapid Deployment Craft	H	RIT System (Ropes etc.)	H	Video Monitoring Equipment	H
		Impact Hammer Drill	H	Scuba Equipment Tanks, Regulators, Fins and Hoods	M		
		Life Jacket (PFD)	H	Scuba Support Equipment	M		
		Lifting Air Bag	H	Throwable Rescue Device	H		
		Portable Generator	M	Vehicle Stabilization Struts	H		

Training	
Laptop Computer	M
LCD Projector	M
Training Software Package	H