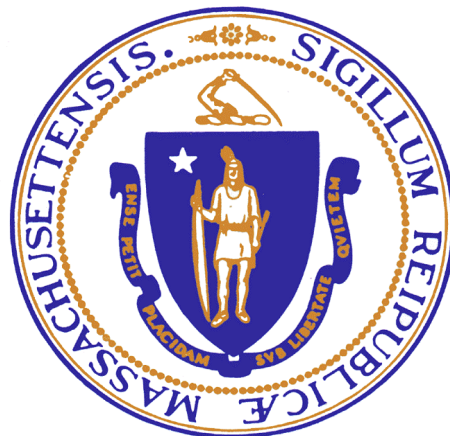


EXECUTIVE OFFICE OF PUBLIC
SAFETY AND SECURITY

DEPARTMENT OF FIRE SERVICES

NOTICE OF FUNDING OPPORTUNITY

FY25 STUDENT AWARENESS OF FIRE EDUCATION &
SENIOR SAFE GRANT PROGRAM



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FY 2025 STUDENT AWARENESS OF FIRE EDUCATION & SENIOR SAFE 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 2025 (FY25) for the Student Awareness of Fire Education (SAFE) & the Senior SAFE grant. This opportunity is available to fire departments in every city, town, fire district, and eligible state authority fire departments of the Commonwealth to provide fire and life safety education to school-aged children (SAFE) and senior citizens (Senior SAFE). The objective of the program is to reduce the number of injuries and fatalities in these vulnerable populations by helping them recognize and mitigate the dangers that fire, smoking materials, poisoning, falls, and other emergencies pose. The anticipated amount of funding available is \$2 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 IV.

Applicants are strongly encouraged to have trained fire and life safety educators who have completed, or are scheduled to complete, the Fire and Life Safety Education (FLSE) course through the Massachusetts Firefighting Academy and/or obtained a teaching license. Activities/programs that utilize the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook* are strongly encouraged.

Program Terms and Conditions can be found in Section V. Please note that funds for the school based SAFE program and the Senior SAFE program cannot be mixed. Late applications **will not** be accepted.

II. ELIGIBILITY

1. Fire departments in every city, town, fire district, and authority of the Commonwealth are eligible to apply for funds.
2. The department must be in compliance with the Massachusetts Fire Incident Reporting System (MFIRS) requirements for calendar year 2023 at the time of the submission deadline. Departments that are not compliant with MFIRS as of the application deadline **will not be awarded funding**.
3. The department must be in compliance with all **reporting requirements** for prior-year SAFE and/or Senior SAFE awards by the time of application submission deadline. This includes year-end reports, budget extension worksheets, and the return of any unexpended funds. Departments that are not compliant as of the application deadline **will not be awarded funding**.

III. FUNDING LEVELS

Funding levels are based on a tiered amount determined by the population served by each department as recorded in the 2020 US census (as shown below). These amounts reflect the maximum amount that eligible applicants may apply for or be awarded. Final award amounts may be lower than these figures depending on the number of applications that are submitted.

SAFE and Senior SAFE Grant Tiers

TIER	Maximum Award Amount		
	Population	SAFE	Senior SAFE
1	0-4,999	\$3,600.00	\$1,800.00
2	5,000-14,999	\$4,700.00	\$2,200.00
3	15,000-29,999	\$5,700.00	\$2,400.00
4	30,000-49,999	\$7,200.00	\$2,600.00
5	50,000-89,999	\$8,500.00	\$2,900.00
6	90,000-499,999	\$10,200.00	\$3,100.00
7	Over 500,000	\$13,600.00	\$3,300.00

IV. APPLICATION SCORING AND AWARD DECISION PROCESS

The Division of Fire Safety will review applications using the scoring criteria below, which is designed to incentivize programs that use proven methods and materials to educate residents about relevant fire and life safety hazards. The scoring rubric allots for a possible **113 points for SAFE-only applications, 112 points for Senior SAFE-only applications** and **220 points for SAFE and Senior SAFE applications**. In all cases, applicants must receive 58% of the total points available to be eligible for an award.

SAFE and Senior SAFE Narrative, Budget, and Staff Qualifications		
Description	Criteria	Points Awarded
Program Narratives		
Narrative clearly outlines how the applicant will use SAFE/Senior SAFE Grant funding to implement an educational program that is attainable, aligned with program priorities, appropriate for the age of the students, and based upon valid teaching methods.	Excellent	4
	Good	3
	Fair	2
	Poor	1
	Not Completed	0
Program Budgets		
Program budget shows costs that are reasonable and well-aligned with the corresponding program narrative and activity tables. All costs categorized under the "other" category are clearly explained and appropriate expenses for the relevant program.	Excellent	4
	Good	3
	Fair	2
	Poor	1
	Not Completed	0
Program Staff Qualifications		
Number of key program staff members (Fire Chief, Primary SAFE Educator, and Secondary SAFE Educator) who have completed FLSE (previously PFALSE) training or who hold a teaching certificate.	0 Staff Members	0
	1 Staff Member	1
	2 Staff Members	3
	3 Staff Members	5

SAFE Program Individual Classroom Visits					
Criteria		Points Awarded	Criteria		Points Awarded
Percent of Grade Level Contacted			Student Evaluation Method		
1%-20%		1	Assignment Grading		1
21%-40%		2	3rd Grade Eval Tool		3
41%-60%		3	6th Grade Eval Tool		3
61%-80%		4	10th Grade Eval Tool		3
81%-100%		5	Homework Completion Rate		1
Number of Contacts Per Student			Self-Made Form		2
1		1	Instructor Evaluation Method		
2		2	SAFE Teacher Eval. - # Scale		2
3		3	SAFE Teacher Eval. - LIKER+ Scale		2
4		4	Self-Made Form		1
Instructional Method			Was MFIRS Data Used to Select Priorities?		
Small Group (1-29 ppl)		4	Yes		1
Large Group (35-59)		3	No		0
Assembly (60+ ppl.)		1	Will a Fire Prevention Week Theme be used?		
SAFE House Trailer		4	Yes		1
Open House		3	No		0
Demonstration		1			

Senior SAFE Program Community Presentations & Events					
Criteria		Points Awarded	Criteria		Points Awarded
Percent of Senior Population Contacted			Program Evaluation Method		
1%-20%		1	Completed Visits/Surveys		3
21%-40%		2	Estim. Outreach vs. Actual Outreach		3
41%-60%		3	Estim. Install. vs. Actual Install.		3
61%-80%		4	Participant Feedback Form		2
81%-100%		5	Other		1
Instructional Method			Was MFIRS Data Used to Select Priorities?		
1 on 1		3	Yes		1
Large Group (30+ ppl.)		1	No		0
Open House		2	Will a Fire Prevention Week Theme be used?		
Demonstration		2	Yes		1
Small Group (2-29 ppl.)		3	No		0

**Senior SAFE Program
Residential Safety Visits & Safety Device Installations**

Criteria	Points Awarded
# of Residential Safety Visits Conducted	
0	0
1-5	1
6-10	3
11+	4

Criteria	Points Awarded
# of Safety Devices Installed (by individual type)*	
0	0
1-10	1
11-20	2
21-30	3
31-40	4
41 or more	5

*Smoke alarms, CO alarms, lock boxes, high end heat limiting devices, fall prevention tools and house numbers

V. TERMS AND CONDITIONS

1. Equipment and supplies purchased with SAFE and/or Senior SAFE funds become the property of the city, town, authority, fire district, or state authority fire department they are purchased by.
2. All equipment purchased with SAFE and/or Senior SAFE grant funds that has a unit value of \$1,000 or greater must be entered into an inventory.
3. Joint/Regional Applications may be submitted by departments that wish to pool resources and work together on a SAFE and/or Senior SAFE program. Applicants are encouraged to consider this opportunity in situations where students living in the response area of multiple fire departments attend a single school district (regional schools or multiple fire districts within a single municipality). The following conditions apply to joint/regional applications:
 - a. The eligible award amounts of all applicants involved in a regional application will be added together for both the SAFE and/or Senior SAFE programs.
 - b. A single department must be selected to serve as the “Primary Applicant.” This department will be responsible for fulfilling all contracting, reporting, and compliance requirements associated with the award. All other parties to the joint/regional application shall be considered “Supporting Applicants.”
 - c. All eligibility requirements discussed in Section II will apply to both the “Primary Applicant” and all “Supporting Applicants.” If the “Primary Applicant” has not met the eligibility requirements, the application will not be awarded any funding. If any of the “Supporting Applicants” have not met the eligibility requirements, the maximum eligible award amount for that applicant(s) will be subtracted from the award amount.
4. Departments that have *not been awarded funding* for a school-based SAFE program within the last five fiscal years are required to apply for a **Planning Grant**. Planning Grants are intended to ensure that applicants without an active SAFE program obtain the skills and supplies required to implement an effective program before beginning educational efforts in classrooms. Planning Grant funds may be used to send fire department personnel to relevant training, meet and develop curriculum plans with school officials, and obtain equipment/supplies necessary for educational activities. Planning Grant awards shall not exceed \$1,500 regardless of the tier that a given department falls within. Planning Grant applications are exempt from the scoring criteria discussed in Section IV.

5. Funds for SAFE and Senior SAFE **cannot** be mixed or interchanged.
6. All expenditures made with SAFE and/or Senior SAFE funds 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.
7. Departments agree that the Fire Safety Division may conduct desk-based reviews and on-site monitoring visits to verify recipient compliance with all program requirements. Advance notice will be given for site visits. Findings of non-compliance with any portion of the terms of the SAFE and/or Senior SAFE application, executed Standard Contract Form, or this Notice of Funding Opportunity may result in a demand for funds to be returned to DFS

VI. ELIGIBLE PROGRAM EXPENSES

1. Program funds may only be used to support the activities listed below:

SAFE Program		Senior SAFE Program	
Supplies/Equipment	Personnel/Wages	Supplies/Equipment	Personnel/Wages
Audio/Visual Equipment	Classroom Visits	Audio/Visual Equipment	Residential Visits
Classroom supplies (crayons, pencils, markers, etc.)	Educator Training	Carbon Monoxide Alarms	Educator Training
Educational Materials	Community Events*	Drill/Installation Supplies	Presentations/Events
Workbooks	Fire & Life Safety Education Conference**	Educational Materials	Fire & Life Safety Education Conference**
Laptop		Fall Prevention Devices	
Promotional materials (pamphlets, FPW handouts, etc.)		High End Heat Limiting Devices for Stoves	
Student fire helmets		House Numbers	
Student incentives (stickers, prizes, etc.)		In-Hood Stove Top Fire Extinguisher	
Student T-shirts		Laptop	
Workbooks		Participation Incentives (prizes)	
		Potholders	
		Promotional Materials (literature, pamphlets, etc.)	
		Residential Lock Boxes	
		Smoke Alarms	
		Step Ladder	
		T-Shirts	

*Community events and Open House personnel expense are acceptable for personnel/wages as long as the event fulfills the SAFE mission with the primary purpose of educating students.

**Funding can be used for travel, lodging, and wage costs associated with this conference only. Conference registration fees paid to DFS are NOT an allowable use of this funding.

2. Technology items (laptop, audio/visual equipment) are limited to a one-time purchase every six (6) years and not to exceed \$600.
3. Materials and/or equipment purchased cannot be multi-use and must be dedicated to the SAFE and Senior SAFE programs only. Purchases of equipment or supplies intended for a mixed use that includes activities that cannot be considered public education are not allowable.

VII. LIMITATIONS ON PROGRAM FUNDS

The following items and/or activities are not approved to be funded through SAFE and/or Senior SAFE grant program funds.

Explorer Programs Youth Police/Fire Academy Lifeguard Training Fire Extinguisher Props Car Seat Installations Gift Cards/Financial Gift Prizes	Vital Screening Clinics Stop the Bleed Training Exercise mats, yoga, physical therapy activities CPR/AED Training Truck Maintenance/Fuel “Ride Alongs” SAFE House Trailer Expenses	Building/Construction supplies <i>(i.e. side by side sprinkler trailer)</i> Grant Administrative Fees Food/Food Containers Candy Social media/Advertising Fees YouTube Education Production
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VIII. GRANT PERFORMANCE PERIOD

The grant performance period for all FY25 grant awards will begin upon full execution of a contract between the recipient and the Department of Fire Services (DFS), and end on December 31, 2025. DFS will provide grant recipients with a standard contract form for signature upon notification of award. **The grant performance period will not begin until this contract has been properly signed by both the recipient and DFS.**

All awarded funds must be expended by December 31, 2025. Funds are considered expended when the activity associated with an expense occurs (delivery of supplies/equipment, or performance of labor in the case of wages).

Note: It is acceptable to pay for equipment/supplies/labor that is delivered/performed during the grant performance period after the grant performance period is over as long as the payment is made prior to submission of the year-end report. For example, an employee who is paid overtime with grant funding for attendance at a relevant training program on December 27, 2025, may receive those wages on their next regular paycheck that is scheduled for January 5, 2026.

Performance period extensions will not be authorized in FY25. Applicants are responsible to expend funds *prior* to the end of the grant performance period (December 31, 2025). Unused funds **cannot** be carried over into the next fiscal year. Any unexpended funds must be returned to DFS by **January 31, 2026**.

IX. PROJECTED TIMELINE

Milestone	Date
Application Period Open	November 4, 2024
Question Submission Deadline	November 26, 2024
Application Submission Deadline	December 10, 2024, at 5:00 PM
Award Announcements	Week of January 13, 2025 (estimated)
End of Grant Performance Period	December 31, 2025
Final Reports/ Unexpended funds Due	January 31, 2026

IX. FORMS TO BE COMPLETED UPON GRANT AWARD

The grant award period will not begin until both the recipient AND DFS execute a formal grant 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 (if not already on file at DFS), and a Grant Agreement Scope of Work and Budget in a timely manner with a deadline. These documents will be provided to departments upon award and do not need to be submitted with the grant application.

X. MANDATORY APPLICATION PERIOD TRAINING

A **MANDATORY** webinar will be held on Microsoft Teams at the schedule times below during the application period. This webinar will cover all relevant grant requirements from application to closeout, how to apply, signing the contract documents, utilizing the grant funds in compliance with grant terms and conditions, and submitting end of year reports.

Either the Fire Chief or the designated Primary and/or Secondary SAFE Educator and/or Grant Manager for each applicant must attend this webinar in its entirety. This shall entail attendance throughout the entire session and completion of the quiz at the end. Departments that do not complete the webinar **will not be eligible to receive an award.**

For regional applications, only the primary applicant is required to complete the training. Participation must be via a computer or tablet with sound. No call-in option will be provided or permitted.

Webinar Schedule:

Date	Time	How to Access
November 5, 2024	1:30pm – 3:00pm	Webinar Access Link Click Here Enter meeting ID and/or passcode as prompted: Meeting ID: 257 850 074 000 Passcode: TUtQ4G
November 7, 2024	10:00pm – 11:30am	
November 14, 2024	10:00am – 11:30am	
November 15, 2024	1:30pm – 3:00pm	
November 19, 2024	1:30pm – 3:00pm	
November 21, 2024	6:00pm – 7:30pm	
November 25, 2024	10:00am – 11:30am	
December 2, 2024	1:30pm – 3:00pm	

XI. HOW TO APPLY

The completed application consists of an Excel file with seven (7) separate tabs:

- Cover Sheet
- Joint Applicants (only required if applying for regional/joint applications)
- School Selections
- SAFE Program Summary
- Senior SAFE Program Summary
- Budget Worksheet
- Signature Page

1. The FY25 SAFE and Senior Safe Grant Application is available [HERE](#) for download.

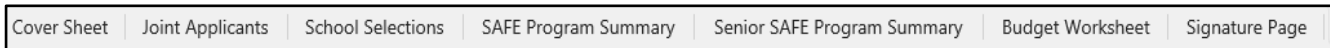
2. **Download** the application.

NOTE: To avoid application compatibility issues, the application *must be downloaded*, and not completed on an Apple/Mac device, or web/cloud-based Excel program.

3. **Save** application to your device as: (your)TownFireDepartment_FY25 Grant
(ex: StowFireDepartment_FY25 Grant)

Completing the Application

This Excel application 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:

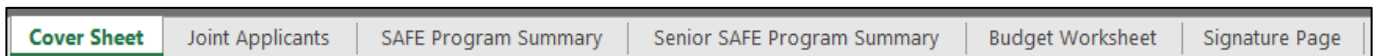


Only those cells that require data input from the applicant are unlocked and may be edited. Excel will auto-fill certain cells as the document is completed. Excel will also complete all mathematic calculations on the “**Budget Worksheet**” tab page.


Many fields throughout the application contain a drop-down menu of options. The options shown in the drop-down menu are the only allowable inputs in these fields. Submitting an application with entries other than the options available in the drop-down menus will result in scoring reduction(s).

NOTE: To make any deletions or changes within the excel fields selected, hit delete.

1. Cover Sheet



a) **Department/Agency Information:** Select department name from the drop-down menu.

Legal Name of Applicant Agency: _____ 



b) **Eligibility:** Upon selecting your department, the eligibility requirements will automatically appear to display if the department is up to date on FY20, FY21, FY22, FY23 grant reports and compliant with the MFIRS reporting requirement.

- Should any reports be missing, “**Missing Budget Sheet**” will appear along with a link to the document that is missing.
- Should your MFIRS not be in current standing through December 2023, “**Non-compliant – Contact Fire Data Unit**” will appear.
- Any missing grant documents and unused grant funds from FY20, FY21, FY22, and/or FY23 must be completed and returned to fulfill grant requirements by the application submission deadline to be eligible.
- Applicants who are out of compliance with MFIRS reporting at the time of the application deadline will not be eligible to receive funding in FY25.

Eligibility Requirements	
FY20 Report:	Complete - Thank You!
FY21 Report:	Incomplete - Click link to complete before proceeding: FY2021 Safe Year End Report
FY22 Report:	Complete - Thank You!
FY23 Report:	Missing Budget Sheet - Complete before proceeding: FY2023 Budget Ext. Worksheet
MFIRS Reporting Status:	Compliant - Thank You!
All eligibility requirements must be met by the application deadline. Applicants with outstanding prior year reports or who are out of compliance with MFIRS reporting requirements at the time of the application deadline will not be eligible to receive funding in FY25.	

For inquiries on what requirements may be missing please email:

SAFE Grant: SAFE.FireSafetyDivision@mass.gov or MFIRS: MFIRS.FireSafetyDivision@mass.gov

c) **Application Type:** Select the type of grant the department is applying for. This can be done by selecting the drop-down arrow to the right of each fill in line. Options include Program Grant, Planning Grant (have not applied for last 5yrs) and not applying.

Example:

SAFE Application Type:	Program Grant	▼
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Select whether the department will be applying for a Single or Regional Application

Application Type		
SAFE Application Type:	Senior SAFE Application Type	Select whether your application is for a single department or multiple departments here:
Program Grant	Program Grant	Single Department ▼
<i>Select application type from each of the drop down selections.</i>		

d) **Contact Information:** Please complete the contact information for those involved with the grant planning and application.

- If the Fire Chief will be serving as the Grant Manager, the Grant Manager Section may be left blank.
- Include a Primary **and** Secondary SAFE Educator.
- Include a Grant Manager that will support the grant activity and requirements.
- Include contact information for school district and senior agency.

DFS will include the Fire Chief, Primary and Secondary SAFE Educator, and Grant Manager on all notification and reminder emails for this grant. Please keep all contacts informed on **all** SAFE and Senior SAFE grant activities.

2. Joint Application

Cover Sheet	<u>Joint Applicants</u>	School Selections	SAFE Program Summary	Senior SAFE Program Summary	Budget Worksheet	Signature Page
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- If submitting a single department application, leave this page blank and proceed to the **SAFE Program Summary** tab.
- When submitting a joint application, fill out all applicable fields for the department(s) that will be part of the application. You do not need to include the primary department that was listed on the Cover Sheet.
- All departments included in the joint application must be up to date with FY20, FY21, FY22, FY23 SAFE/Senior SAFE grant reports and compliant with MFIRS reporting requirements to December 2023.

3. School Selections

Cover Sheet	Joint Applicants	<u>School Selections</u>	SAFE Program Summary	Senior SAFE Program Summary	Budget Worksheet	Signature Page
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- If you will be conducting education in any schools that are not part of the School District selected on the Cover Sheet, select the additional school district(s) in lines #2, #3, and #4 as applicable. This is most often necessary in situations involving regional school districts or charter schools.
- All schools within the school district(s) selected will appear on this page. Unselect schools that are not within your primary response area by selecting NO in the drop-down box to the left of the school's name. This is most commonly necessary when students in your municipality attend a regional school district with school buildings located in multiple municipalities. If this situation does not apply to your application, no action is needed on this tab.
- Schools that are within your primary response area will auto-populate the number of students from the DESE 2024-2025 school year student count when a grade is selected on the **SAFE Program Summary** tab.

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Grade Level	Grade 1	Kindergarten	
# of Public School Students Enrolled	327	334	

- b) As soon as the grade is selected, the fields required to be completed will become red and entry status at the bottom will state **“Incomplete”**.
- c) Once all required sections have been completed the entry status will convert to **“Complete!”**
Note that incomplete entries will not be scored.

Entry Status	Incomplete	Complete!	N/A
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- d) If your program plans to visit private school students, you must enter the student count manually.
- e) Enter the number of anticipated classrooms to be visited, average number of students per class, the time allocated to each visit (in minutes), and number of visits to each classroom.
- f) Select from the dropdown the instructional method that will be used. Reflect on your program and instruction style. Choices include:
- a. Small Group (1-29 people)
 - b. Large Group (30-59 people)
 - c. Assembly (60+ people)
 - d. SAFE House Trailer
 - e. Open House
 - f. Demonstration
- g) Select yes/no if MFIRS data was utilized to determine the key behaviors to be taught during this grant period.
- h) Select between one (1) and five (5) key behaviors for each grade level along with the curriculum that will be used from each of the drop-down menus.
- i) Select yes/no if the Fire Prevention Week theme will be part of your grade level outreach efforts.
- j) Select the primary curriculum and/or secondary curriculum that will be utilized for grade level appropriate instruction.
- k) Select the Student Evaluation Method that will be utilized to assess students and their knowledge. Choices include:
- Assignment Grading
 - 3rd Grade Evaluation Tool
 - 6th Grade Evaluation Tool
 - 10th Grade Evaluation Tool
 - Homework Completion Rate
 - Self-Made Form*

* A beige pop-up block (which can be moved on the screen if blocking view of field) will appear with the reminder. If **“Self-Made Form”** is selected, a copy of the form **MUST be submitted with the application** to be considered a complete application.

<p>Self-Made Forms If using a self-made evaluation form, it MUST be submitted with your application.</p>
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FY2025 SAFE/Senior SAFE Grant Application

Senior SAFE Program Summary

Residents Age 65 and Older: 3,850

Personnel Expenses:

- a) Select personnel and enter name for personnel who will be paid overtime through grant program.
- b) In the *Expense Type* column, select *yes/no* in the drop-down box, for the types of activity as appropriate.
- c) The information entered will automatically carry over to the budget worksheet.
- d) Fire & Life Safety Conference expenses are limited to travel, lodging, and wage costs associated with this conference only. Conference registration fees paid to DFS are NOT an allowable use of this funding.

Personnel Expenses						
List all personnel who will be paid overtime on on-call wages through this program below. Check all activities that will apply for each individual.			Expense Type			
			Classroom Visits	Educator Training	Community Events	Fire & Life Safety Education
Rank	First Name	Last Name				

Supplies and Other Expenses: Select the supplies and other expenses that the grant funds will cover.

- a) Laptop and audio/visual equipment (i.e., projector, screen) are limited to a one-time purchase with grant funds in a six (6) year span.
- b) Laptop expense cannot exceed \$600.
- c) Items selected in the Supplies and Other Expenses section will be automatically carried over and added into your *Budget Worksheet* tab.

Supplies and Other Expenses		
<input checked="" type="checkbox"/> No	Audio/Visual Equipment	<input type="checkbox"/> House Numbers
<input checked="" type="checkbox"/> Yes	Carbon Monoxide Alarms	<input type="checkbox"/> In-Hood Stove Top Fire Extinguisher
<input checked="" type="checkbox"/> Yes	Drill/Installation Supplies	<input type="checkbox"/> Laptop
<input checked="" type="checkbox"/> Yes	Educational Materials	<input type="checkbox"/> Participation Incentives (prizes)
<input type="checkbox"/>	Fall Prevention Devices	<input type="checkbox"/> Potholders
<input type="checkbox"/>	Files of Life	<input type="checkbox"/> Promotional Materials (literature, pamphlets, etc.)
<input type="checkbox"/>	High End Heat Limiting Devices for Stoves	<input type="checkbox"/> Residential Lock Boxes
<input type="checkbox"/>		<input type="checkbox"/> Smoke Alarms
<input type="checkbox"/>		<input type="checkbox"/> Step Ladder
<input type="checkbox"/>		<input type="checkbox"/> T-Shirts

Home Visit Activities: Enter in the number of anticipated and/or planned activities to each facility location.

- a) As the information is entered, the total for each activity will autocalculate at the bottom of the chart.

Home Visit Activities							
Enter the planned number of each activity that will be conducted in each residence type in the table below.							
Residence Type	Residential Safety Visits	Smoke Alarm Installations	CO Alarm Installations	Lock Box Installations	High End Heat Limiting Device Installations	Fall Prevention Tools Installed	House Numbers Installed
Residential Homes							
Adult Foster Care							
Assisted Living Residences							
Congregate Housing							
Retirement Communities							
Independent Living Centers							
Nursing Homes							
Public Housing							
Totals:							

Community Presentations and Events:

If your *Home Visit Activities* will be conducted as a community presentation, be sure to include the information in this section.

- a) Enter the Event name.
- b) Select the venue type from the drop-down menu.
- c) Enter the number of anticipated presentations.
- d) Enter the length of the event (in minutes), and number of anticipated attendees.
- e) Select *yes/no* if MFIRS data was utilized to determine the key behaviors to be taught during this grant period.
- f) Select between one (1) and five (5) key behaviors along with the curriculum that will be used from each of the drop-down menus.
- g) Select the curriculum and instructional method that will be utilized.
- h) Select the Program Evaluation Method that will be utilized to assess students and their knowledge. Choices include:
- Completed Visits/Surveys
 - Estimated Outreach vs Actual Outreach
 - Estimated Installations vs Actual Installations
 - Participant Feedback Form
 - Other – please explain in the narrative section.
- i) Entry Status indicator must state **“COMPLETE!”** to continue with the application and eventually submit. Note that incomplete entries will result in scoring reduction.

Community Presentations and Events

Please fill out the chart below for each venue in which you plan to conduct a presentation or other outreach activities. You must select between one (1) and five (5) key behaviors for each activity and a primary curriculum for each activity. The indicator lights at the bottom of the table will turn green when you have completed all required information for each activity.

Category	Event #1	Event #2	Event #3	Event #4	Event #5
Event Name:	Senior Center Presentation				
Venue Type	Senior Center	Retirement Communities			
# of Presentations/Events	2				
Length of Each Presentation/Event (minutes)	60				
# of Attendees per Presentation/Event	50				
Was MFIRS data used to select key behaviors?	Yes				
Key Behavior #1	Fall Prevention				
Key Behavior #2					
Key Behavior #3					
Key Behavior #4					
Key Behavior #5					
Will education involve a FPW theme?	Yes				
Primary Curriculum	NFPA Safety to Safety				
Secondary Curriculum	Senior OH				
Instructional Method	Large Group (30+ ppl)				
Program Evaluation Method	Participant Feedback Form				
Indicator Light Status	Complete!	Incomplete	N/A	N/A	N/A

Senior SAFE Grant Narrative:

- a) In 3,000 characters or less, write a summary on the grant goals, objectives and need for funding.
- b) Summarize why the grant funding is necessary to complete the selected activities and how evaluation will occur.
- c) If funding is necessary for any equipment, supplies, and/or training please explain the cost and activities.
- d) Explain why funding from the grant is necessary to complete these activities and which senior agencies the department will be partnering with.



Program Narrative

Briefly summarize the information provided in the tables above and explain why funding from the Senior SAFE Program is necessary to complete the stated activities. If funding will be used for any equipment, supplies, or training of fire department personnel, please explain the costs/activities below. Also note which senior agencies the fire department will be working with and how evaluation activities will occur. Character limit in this field is 3,000 characters.

Once the program narrative is complete move ahead by clicking the **Budget Worksheet** tab.

6. Budget Worksheet

Cover Sheet	Joint Applicants	School Selections	SAFE Program Summary	Senior SAFE Program Summary	Budget Worksheet	Signature Page
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EXECUTIVE OFFICE OF PUBLIC SAFETY & SECURITY
DEPARTMENT OF FIRE SERVICES
FY25 STUDENT AWARENESS OF FIRE EDUCATION &
SENIOR SAFE GRANT
Budget Summary Sheet


Applicant Name: Town of [REDACTED] Application Type: Single Department

SAFE Budget	Senior SAFE Budget
Eligible Award Amount: <u>\$5,700.00</u>	Eligible Award Amount: <u>\$2,400.00</u>
Application Amount: <u>\$3,240.00</u>	Application Amount: <u>\$0.00</u>
Amount Remaining: <u>\$2,460.00</u>	Amount Remaining: <u>\$2,400.00</u>

SAFE GRANT BUDGET			
Supplies and Other Expenses			
Item Description	Quantity	Unit Cost	Total Cost
Classroom supplies (crayons, pencils, markers, etc.)	5	\$350.00	\$1,750.00
Educational Materials	10	\$50.00	\$500.00
Fire & Life Safety Conference Expenses	2	\$195.00	\$390.00
Laptop	1	\$600.00	\$600.00

- a) SAFE budget is at the top in **green**; Senior SAFE is at the bottom in **blue**.
- b) Eligible award amount is automatically entered based off the 2020 census.
- c) Items entered in the *Program Summary* tab(s) will appear in the budget description(s). Items cannot be typed in. Must return to program summary pages to enter/change list.
- d) Research expense cost. Enter quantity and unit cost in the column with the appropriate expense.
- e) Total cost column is automatically calculated.
- f) If the expense(s) entered total higher than the eligible award amount, an error code will appear. Adjust the cost by lowering the quantity and/or unit cost.
- g) If the request is above the eligible amount an error message will appear.

SAFE Budget	
Eligible Award Amount:	\$8,200.00
Application Amount:	ERROR
Amount Remaining:	Over Budget

- Department **cannot** apply for more than your eligible award amount.
- Fire & Life Safety Conference expenses are limited to travel, lodging, and wage costs associated with this conference only.

Once the **Budget Worksheet tab** is complete move on to the **Signature Page tab** by clicking the tab.

7. Signature Page

Cover Sheet	Joint Applicants	School Selections	SAFE Program Summary	Senior SAFE Program Summary	Budget Worksheet	Signature Page
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This is an electronic signature document. The Head of Fire Department, Superintendent, and Senior Agency Official must sign and complete their section. Electronic image of signature(s) is acceptable.

- Have each official add their digital signature. This may be done by inserting an image of personal signature to the signature line.
- If unable to sign the Excel file electronically, print the signature page, obtain required signatures, scan the signature page to PDF format and attach in email submission of grant application and supporting documents.

XII. SUBMITTING THE APPLICATION:

The complete Excel file application with supporting documents must be submitted by **email no later than December 10, 2024, at 5:00 pm** as an Excel file.

- a) **Email** the **COMPLETE** application and supporting documents (signature page, self-made evaluation forms) to SAFE.FireSafetyDivision@mass.gov.
- b) Handwritten applications **are not** accepted. PDF applications are not accepted. Hard copies **should not** be mailed or faxed to DFS.
- c) Grant application period extensions will **not** be provided.

XIII. CONTACT

All questions including application technical assistance must be submitted to DFS by email at SAFE.FireSafetyDivision@mass.gov by November 26, 2024. Questions submitted after this date may not be answered prior to the submission deadline.