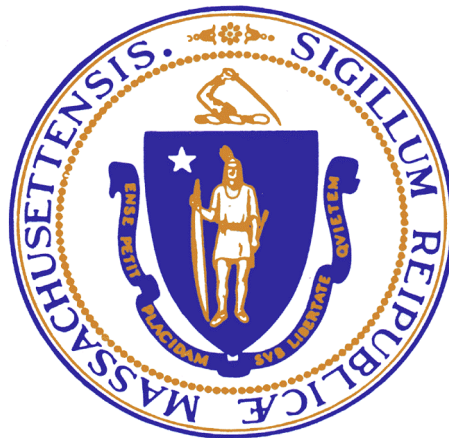


EXECUTIVE OFFICE OF PUBLIC
SAFETY AND SECURITY

DEPARTMENT OF FIRE SERVICES

NOTICE OF FUNDING OPPORTUNITY

**FY2027 STUDENT AWARENESS OF FIRE
EDUCATION & SENIOR SAFE GRANT PROGRAM**



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FY27 Student Awareness of Fire Education (SAFE) & Senior SAFE Grant Program

I. OVERVIEW

The Healey-Driscoll Administration, Executive Office of Public Safety and Security (EOPSS), and Department of Fire Services (DFS) are pleased to announce the availability of grant funding in State Fiscal Year 2027 (FY27) for the Student Awareness of Fire Education (SAFE) and Senior SAFE grant programs. This opportunity is available to fire departments in every city, town, and fire district, and to eligible state authority fire departments 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 \$1.8 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 may apply for both SAFE and Senior SAFE, or just one of the two programs at their discretion.

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 leading their programs.

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. Applicants must be in compliance with the Massachusetts Fire Incident Reporting System (MFIRS) and/or the National Emergency Response Information System (NERIS) requirements for calendar year 2025 at the time of the application submission deadline. Departments that are not compliant with MFIRS and/or NERIS 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 and **are not a guaranteed award amount**. DFS reserves the right to adjust award amounts, including regional award totals, as necessary based upon available funding and overall demand of the program.

Final award amounts will be determined by the applicant's score (in accordance with the scoring rubric in section IV). **Only the highest scoring applications will be awarded the full amounts shown below.**

Tier	Population	Maximum Award Amount	
		SAFE	Senior SAFE
1	0-4,999	\$5,500.00	\$2,800.00
2	5,000-14,999	\$7,000.00	\$3,200.00
3	15,000-29,999	\$8,000.00	\$3,400.00
4	30,000-49,999	\$9,500.00	\$3,800.00
5	50,000-89,999	\$11,000.00	\$4,200.00
6	90,000-499,999	\$12,500.00	\$4,600.00
7	Over 500,000	\$17,500.00	\$5,000.00
Planning Grant		\$1,500.00	N/A

IV. APPLICATION SCORING and AWARD DECISION PROCESS

DFS will evaluate applications using the scoring criteria shown below. These criteria are designed to incentivize programs that use proven methods and materials to educate the target populations on relevant fire and life safety hazards. Depending on the application type, the scoring rubric allows for the following number of total points:

Application Type	Points Available
SAFE & Senior SAFE	281
SAFE Only	176
SAFE Planning & Senior SAFE	135
SAFE Planning Only	N/A
Senior SAFE Only	135

To maximize the impact of this program and ensure appropriate resources are dedicated to applications that most closely align with the [SAFE and Senior SAFE mission statements](#), incorporated herein by reference, DFS will make award decisions that prioritize funding for applications receiving 80% or more of the total points available (based on the application type). Applications scoring below that threshold may be awarded at amounts that are significantly less than the amount requested. Applications that receive less than 20% of the available points will not be awarded funding.

SAFE & SENIOR SAFE – COMMON SCORING CRITERIA

These criteria will be applied to all applications, with the Budget Quality category being applied separately to the SAFE and Senior SAFE sections of applications as applicable.

Category	Criteria	Points
Budget Quality	Budget is incomplete, exceeds the allowable application amount, contains excessive costs or quantities, and/or is predominantly misaligned with the Program Summary.	0
	Budget is complete and within the allowable application amount but does not reflect a reasonable plan to support the activities shown in the Program Summary.	2
	Budget is complete and within the allowable application amount but shows limited alignment with the Program Summary.	4
	Budget is complete and within the allowable application amount and reflects a general plan to support the activities shown in the Program Summary, though the level of planning and detail is insufficient.	6
	Budget is complete and within the allowable application amount. The items listed in the budget will clearly support the activities shown in the Program Summary, though the quantities/costs lack some specificity.	8
	Budget is complete and within the allowable application amount and the items listed in the budget will clearly support the activities shown in the Program Summary, with quantities/costs that demonstrate a well-researched plan to maximize the grant funds.	10
# of Individuals listed on the application Cover Sheet who have completed FLSE Training or who actively hold a Massachusetts Teaching License	3 or more	10
	2	6
	1	3
	0	0
# of Individuals listed on the application Cover Sheet who attended the Application Period Webinar	1 or more	20
	0	0

SAFE – CLASSROOM EDUCATION

Each grade level that will be contacted will be scored according to the following criteria. Applicants may apply to conduct funded activity in up to five (5) grade levels.

Category	Criteria	Points
Percentage of Student Population to be Contacted	95% or greater	5
	80% to 94%	4
	65% to 79%	3
	50% to 64%	2
	35% to 49%	1
	Less than 35%	0
Total Time Allocated per Student	90 or more minutes	5
	60 to 89 minutes	4
	45 to 59 minutes	3
	30 to 46 minutes	2
	15 to 30 minutes	1
	Less than 15 minutes	0
Total Contacts per Student	3 or more	5
	2	3
	1	1
	0	0
Instructional Method	Small Group/Individual Classroom (1-29 students)	5
	SAFE House Trailer	3
	Large Group (30-59 students)	2
	Assembly (60 or more students)	1
Student Evaluation Method	DFS Grade-Level Evaluation Tool	3
	Assignment Grading	1
Key Behaviors Included in Program*	Up to 5 points are available per grade level in this category. See Appendix A for additional details.	

* The application form allows for up to 3 key behaviors to be listed for each grade level. If only 1 key behavior is listed, the corresponding score for that single behavior will be used to calculate the score for the grade level/activity. If 2 or more key behaviors are listed, the score will be calculated as the average score of the selected key behaviors. The maximum number of points available for this category per grade level/activity is 5, regardless of the number of key behaviors selected.

SENIOR SAFE – EDUCATIONAL SESSIONS

Each event that will be held will be scored according to the following criteria. Applicants may apply to conduct funded activity at up to five (5) events.

Category	Criteria	Points
Total Session Time (# of Sessions X Length of Each Session)	90 or more minutes	5
	60 to 89 minutes	4
	45 to 59 minutes	3
	30 to 44 minutes	2
	15 to 29 minutes	1
	Less than 15 minutes	0
Number of Seniors Contacted (# of Attendees per Session X # of Sessions)	100 or more	5
	80 to 99	4
	60 to 79	3
	40 to 59	2
	20 to 39	1
	Less than 20	0
Key Behaviors Included in Program**	Carbon Monoxide Safety/Alarms	5
	Fall Prevention	5
	Smoke Alarms	5
	Smoking Safety	5
	Electrical Safety	4
	Heating Safety	4
	Home Hazards	4
	Kitchen Safety	4
	Burn Safety & Prevention	3
	Hoarding and Fire Safety	3
	Home Escape Planning/2 Ways Out	3
	Preparedness Planning	3
	9 - 1 - 1	2

SENIOR SAFE – RESIDENTIAL SAFETY VISITS

Category	Criteria	Points
Number of Residential Safety Visits to be Conducted	25 or more	20
	20 to 24	16
	15 to 19	12
	10 to 14	8
	5 to 9	4
	Less than 5	0

** The application form allows for up to 3 key behaviors to be listed for each event. If only 1 key behavior is listed, the corresponding score for that single behavior will be used to calculate the score for the grade level/activity. If 2 or more key behaviors are listed, the score will be calculated as the average score of the selected key behaviors. The maximum number of points available for this category per grade level/activity is 5, regardless of the number of key behaviors selected.

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 have 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 outlined 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 calculated award amount.
4. Departments that have *not been awarded funding* for a school-based SAFE program within the last five fiscal years (FY22-FY26) must apply for and complete a **Planning Grant** prior to being awarded funding for a Program 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. Participation in classroom (or other venue) educational activities with students are not allowable expenses. 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.

The requirements outlined above apply to school-based SAFE grant applications only. All eligible applicants may apply for a full Senior SAFE grant, regardless of whether they have participated in the program during the last five (5) fiscal years or not.

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 and fire districts) 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. Applicants acknowledge that DFS may conduct desk-based reviews and on-site monitoring visits to verify recipient compliance with all program requirements during or after the contracted period of performance. Advance notice will be given for such monitoring activities. Findings of non-compliance with any portion of the terms of the SAFE and/or Senior SAFE application, executed Standard Contract Form, Contract Addendum, or this Notice of Funding Opportunity may result in a demand for funds to be returned to DFS within thirty (30) days of a finding of non-compliance. Failure to timely return funds as required may be considered in the evaluation of the Department's eligibility for other current or future grant opportunities administered by DFS and may result in disqualification from such programs to the extent permitted by law.
8. A year-end report (required template available [HERE](#)) must be completed and submitted to DFS electronically at SAFE.FireSafetyDivision@mass.gov no later than July 30, 2027. **No extensions will be provided.**
 - a. **Proof of cost for all expenses incurred shall be included with the report.** For expenses paid to vendors, this shall consist of invoices or receipts created by the vendor that contain the following information:
 - i. Vendor name and contact information
 - ii. Date of expense
 - iii. Detailed description of all services and/or goods purchased
 - iv. Quantity of all services and/or goods provided
 - v. Unit cost of all services and/or goods provided
 - vi. Total cost of all described services and/or goods

For payroll expenses, proof of cost shall consist of a timecard or similar record(s) that contains the following information:

- vii. A description of the work performed
 - viii. The date the work was performed
 - ix. The start and end time of the work performed
 - x. Approval for the work performed from the individual's supervisor
 - xi. Documentation of the individual's rate of pay during the relevant work period
- **Wages or hours that are not supported by such documentation are not eligible expenses. No payment shall be made for any wages or hours attributed to an individual serving in a volunteer capacity
- b. As determined by the DFS Grant Manager, any grant funds used for non-allowable expenses during the grant performance period, as well as any unexpended funds, must be returned to DFS. After reviewing the Grantee's report, the DFS Grant Manager will notify the Grantee of the amount due to DFS and provide payment instructions if funds are not expended in accordance with the grant's terms and conditions. All amounts due must be returned to DFS within thirty (30) calendar days of notification. Failure to return funds within this timeframe may be considered when evaluating the Grantee's eligibility for other current or future grant

opportunities administered by DFS and may result in disqualification from such programs to the extent permitted by law.

- c. Failure to submit a timely year-end report will result in a demand for all awarded funds to be returned to DFS. No reports will be considered that are submitted after July 30, 2027. Submission of a report that is untimely, incomplete, missing required attachments, ambiguous, or otherwise not finalized will be considered a failure to submit the report. Such funds shall be returned to DFS within 30 calendar days of notification that they are due. Failure to timely return funds as required may be considered in the evaluation of the Department's eligibility for other current or future grant opportunities administered by DFS and may result in disqualification from such programs to the extent permitted by law
9. Materials and/or equipment purchased must be dedicated to the SAFE and/or Senior SAFE programs only. Purchases of equipment or supplies intended for a mixed use that includes activities that fall outside of the SAFE & Senior SAFE mission are not allowable.
10. All equipment that is purchased must be new. The purchase of used equipment is not allowable.
11. All SAFE Program activities must be evaluated using either the appropriate DFS Grade Level Evaluation Tool or the grading of assignments. Failure to conduct any of the student evaluation activities proposed in the application or to report on such activities shall be considered a failure to utilize funding for an allowable purpose and be subject to the requirements of Section V, 8b.
12. All SAFE Program Grant recipients must submit instructor evaluation forms (using either the Number Scale or Likert Scale) completed by the teacher or administrator responsible for each group visited with their year-end report. If an individual classroom or group is visited multiple times per year, only a single evaluation (completed after the final visit) is required. Failure to conduct or submit with the year-end report any required instructor evaluation documentation shall be considered a failure to utilize funding for an allowable purpose and be subject to the requirements of Section V, 8b.

VI. CURRICULUM, INSTRUCTIONAL METHOD, AND EVALUATION REQUIREMENTS

When planning the program for SAFE or Senior SAFE, the applicant must consider the curriculum, instructional methods, and evaluation systems that will be used. The sections below list the allowable options for each category. Anything that is not listed in any of these sections is not allowable.

1. Curriculum

When selecting curriculum, applicants should ensure that the materials are age/grade appropriate for the audience. The approved curriculum options are:

a. SAFE:

MA Fire & Life Safety Education Curriculum	My Friend the Firefighter
NFPA Learn Not to Burn PreK – Gr 2	Safe Kids Worldwide
Play Safe! Be Safe! (PreK)	Smokey the Bear
Sesame Street Fire Safety Program	Fire Safe Kids
Hunt for Home Hazards	Volunteer Firefighter Allegiance

Home Escape Planning – Gr3 Fire Safety Prog.
Be Burn Aware
Get Out! Stay Out!
College Safety
Fire Smart Campus

Before the Fire! Prevention Works
It's Up to You!
Fire Power
Sound Off

- b. Senior SAFE:
NFPA Steps to Safety
USFA Fire-Safe Seniors Program for Older Adult Interventions

Information on the curriculum used is not required as part of the application or end-of-year reporting process, however it is subject to review during site monitoring visits (see Section V, #7). Successful applicants must be able to demonstrate the source material used for creation of any lessons during a monitoring site visit.

2. Instructional Methods

Instructional methods determine how fire and life safety education is delivered to students and seniors. Allowable instructional methods include:

- a. SAFE:
- Small Group (1-29ppl) – Teaching in a classroom or similar setting with a limited number of participants, allowing for interactive discussion and hands-on learning.
 - Large Group (30-59ppl) – Educating a larger audience, such as multiple classes combined, in a structured setting like a gymnasium or auditorium.
 - Assembly Program (60+ ppl) – Delivering education to a very large audience at one time, typically in an auditorium or multipurpose room, often incorporating visual presentations and less of an interactive hands-on learning approach.
 - SAFE House Trailer – Utilizing a mobile interactive trailer designed to simulate real-life home hazards and demonstrate fire safety behaviors in a hands-on learning environment.
- b. Senior SAFE:
- Applicants should select the anticipated number of participants in each event.

The instructional method to be used is a scored element of the application (as outlined in Section IV) and is required on the end-of-year reporting form.

3. Program/Student Evaluation

- a. **SAFE**: Student Evaluation is an essential component of the program as it provides valuable feedback to the instructor on the effectiveness of instructional methods and measures student's knowledge and understanding upon completion of the program. To ensure meaningful and comparable assessment across grading levels, the following methods may be utilized:
- Assignment Grading
 - [DFS 3rd Grade Evaluation Tool](#)
 - [DFS 6th Grade Evaluation Tool](#)
 - [DFS 10th Grade Evaluation Tool](#)

Student evaluation is a scored element of the application (as outlined in Section IV).

The FY27 End-of-Year (EOY) Report will include a designated section for departments to document and report student evaluation results. If assignment grading is utilized for grades other than 3, 6 & 10th **supporting documentation must be submitted with the EOY report**. This information is essential to demonstrate program impact, guide future instruction and ensure accountability for grant funded activities.

- b. **Senior SAFE:** Program evaluation for Senior SAFE shall be fulfilled through completion of the end of year report, which gathers information on the number of individuals contacted, time spent with them, topics covered, the number of residential safety visits conducted, and the associated quantities of safety equipment installed.

4. **SAFE Instructor Evaluation Method:** Evaluating instructor effectiveness is a critical component of the SAFE Program. Instructor evaluation helps determine whether the teaching methods and materials are engaging, age-appropriate and meeting the program learning objectives. An evaluation from the teacher or administrator responsible for the students in each classroom (or grade level if larger groups are used) using one of the two forms linked below must be submitted with the end of year report.

- [SAFE Teacher Evaluation – Number Scale](#)
- [SAFE Teacher Evaluation – Likert Scale](#)

If an individual classroom is visited multiple times per year, only a single evaluation (completed after the final visit) is required.

VII. ALLOWABLE PROGRAM EXPENSES

Allowable grant expenditures under the SAFE and Senior SAFE grant programs are strictly limited to the items expressly identified below. No costs, goods, services, or expenses other than those specifically listed are eligible for payment under either program, regardless of whether such costs are related to, supportive of, or otherwise associated with an allowable expenditure. Any expense not expressly listed shall be deemed unallowable. DFS reserves the right to disallow, deny, or recoup any payment made for expenditures that do not strictly comply with this provision.

SAFE – Equipment and Supplies		
Category	Subcategory	Items
Audio/Visual & Technical Equipment	Audio Electronics:	Microphone Portable Speaker
	Computer Equipment:	Laptop (to include mouse, bag, battery(s), docking station, and other necessary accessories)
	Presentation Tools:	Projector Screen Portable Projector
	Printing:	Printer Paper

SAFE – Equipment and Supplies

Category	Subcategory	Items
		Toner/Ink Cartridges
	Teaching Aids:	Education Spinner Wheel Image Flash Cards Wooden Props Hazard House Hazard Kitchen Junior Firefighter Gear
Classroom/Instructional Supplies	Organization:	Organization Tote File Folders Pocket folders 3 Ring Binders
	Storage/Data:	USB Storage Drive
	Writing Utensils:	Crayons Erasers Highlighters Markers Pencils Pens
	Boards & Notes:	Chart/Easel Small Whiteboards
	Paper Supplies:	Construction Paper Index Cards Lined Paper Sticky Notes
	Adhesive & Tool:	Adhesive Glue Scissors Tape
Learning & Instructional Materials	Printed Curriculum:	Assessment/Evaluation Tools Fire Prevention Week Materials FLSE Flyers Manuals Textbooks Workbooks
	Displays:	Tabletop Information Tower Display

SAFE – Equipment and Supplies

Category	Subcategory	Items
Promotional Materials & FLSE Incentives	Household Items:	Chip Clip Erasers Flashlights Sensory Gadget/Toy Hot/Cold Pack Jar Grip Opener Keyrings Magnets Nightlights Pencils Pens Puzzles Rulers Stickers Stress balls
	Wearables:	Bandanas Hats Plastic Helmets Sunglasses Sweatshirts Temporary Tattoos T-Shirts Wristbands/Slap bracelets
	Printed Material:	Backpack Totes Coloring Books Large & Regular Print Emergency Cards Magnets Safety Checklist Tote Bags Water Bottles

SAFE –Training & Personnel

Category	Subcategory	Items
Educator Training in Fire & Life Safety and Community Risk Reduction	Training & Certification:	Certification Fees Exam Fees Lodging (within the Commonwealth of Massachusetts) Textbooks
Personnel Expenses	Staff Wages:	Wages for Classroom Education Wages for Educator Training

Senior SAFE – Equipment and Supplies

Category	Subcategory	Items
Audio/Visual & Technical Equipment	Audio Electronics:	Microphone Portable Speaker
	Computer Equipment:	Laptop (to include mouse, bag, battery(s), docking station, and other necessary accessories)
	Presentation Tools:	Portable Projector Projector Screen
	Printing:	Printer Paper Toner/Ink Cartridges
	Teaching Aids:	Education Spinner Wheel Hazard House Hazard Kitchen Image/Flash Cards Wooden Props
Classroom/Instructional Supplies	Organization:	Organization tote File Folders Pocket Folders 3 Ring Binder
	Storage/Data:	USB Storage Drive
	Writing Utensils:	Crayons Erasers Highlighters Markers Pencils Pens
	Boards & Notes:	Chart/Easel Small Whiteboards
	Paper Supplies:	Construction Paper Index Cards Lined Paper Sticky Notes
	Adhesive & Tool:	Adhesive Glue Scissors Tape
	Printed Curriculum:	Assessment/Evaluation Tools Fire Prevention Week Materials FLSE Flyer(s) Manuals Textbooks Workbooks
Learning & Instructional Materials	Displays:	Tabletop Information Tower Display

Promotional Materials & FLSE Incentives	Household Items:	- Chip Clip - Erasers - Sensory Gadget/Toy - Hot/Cold Pack - Jar Grip Opener - Keyrings - Magnets - Oven Sticks - Pencils - Pens - Potholders/Oven Mitts - Puzzles - Stickers
	Wearables:	- Hats - Sunglasses - Sweatshirts - T-Shirts
	Reusable Printed Material:	- Backpack Totes - Coloring Books - Files of Life - Flashlights - Large & Regular Print Emergency Cards - Magnets - Nightlights - Safety Checklist - Shelf Reacher/Grabber - Shoehorn - Stress Ball - Timers - Tote Bags - Water Bottles
Installation Equipment & Supplies	Equipment:	- Extension Pole - Power Drill (with bits) - Screwdriver - Step Ladder - Stud Finder - Tape Measure - Toolbox
	Supplies:	- Adhesive - Batteries - House Numbers - Mounting Brackets - Screws - Zip Ties/Velcro Strips
Fall Prevention Equipment	Supplies:	- Carpet Tape - Grab Bars - Grab Handrails - Lock Boxes - Mini Lanterns - Non-slip Socks - Sand Buckets

Fire Detection & Suppression Equipment	Devices:	Carbon Monoxide Alarms Combination Smoke/CO Alarms In-hood Stovetop Fire Extinguisher Smoke Alarms Smoke/CO Alarms for Hearing & Visually Impaired Stovetop Heat Limiting Devices
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Senior SAFE - Training & Personnel		
Category	Subcategory	Items
Educator Training in Fire & Life Safety and Community Risk Reduction	Training & Certification:	Certification Exam Lodging (within the Commonwealth of Massachusetts) Textbooks
Personnel Expenses	Staff Time:	Wages for Educator Training Wages for Residential Safety Visits Wages for Sr SAFE Presentations

VIII. RESTRICTIONS and LIMITATION ON PROGRAM FUNDS

The following items and/or activities are not eligible for funding through the SAFE and/or Senior SAFE grant programs under any circumstances. This list is inclusive of equipment/supply purchases, rentals, maintenance, wages, service charges, or other associated fees for each item shown.

- Advertising Fees
- Bounce/Inflatable Houses
- Building/Construction Materials/Supplies (i.e. props, sprinkler trailer)
- Car Seat Checks/Installation
- Career Days
- **Community Events**
- Community Event Signage
- Computer Monitors
- Costumes
- CPR/AED Training
- DFS Conference Registration Fee(s)
- Electric Scooters and Bikes
- Emergency Power Banks/Stations
- Event Entertainment
- Exercise Activities and Equipment (i.e. exercise mats, physical therapy activities)
- Explorer Programs
- Face Painting Services/Supplies
- Financial Gifts/Prizes (gift cards)
- Fire Blankets
- Fire Department or Union Decals
- Fire Extinguisher Props
- Fire Extinguishers
- First Aid Training or Training Materials
- First Aid/Medical Supplies
- Food or Beverage (i.e. food, candy, coffee, soda, water supplies, food containers)
- Fuel/Propane
- Generators
- Grant Administration Fees
- Hand Sanitizer
- Homemade FLSE Props
- Indirect or Overhead Charges
- Lifeguard Training
- Mileage/Tolls
- Out of State Travel Reimbursement
- Photo Booths/Props
- Police/Fire/EMS Academy
- Popcorn Machines

- Ride Alongs
- Robots
- SAFE House Expenses or Fees
- Stop the Bleed Training/Events
- Technology Software Programs, Applications, and Warranties
- Tents, Chairs, Tables and Tablecloths
- Website, Social Media, or YouTube Expenses
- Vehicle Maintenance
- Vital Screening Clinics
- **Wages for Salaried Personnel**
- Website, Social Media, or YouTube Expenses
- Youth Firesetting Intervention Programs
- Youth Fire Academy

A/V & Technical Equipment

Grant expenditures for audio, visual and technical equipment are limited to the amounts specified below. Any costs that exceed these limits will need to be covered by departmental funds.

Item	Maximum Expenditure Amount
Portable Speaker	\$350.00
Laptop including mouse, bag, battery, docking station and charger	\$600.00
Portable Projector Screen	\$150.00
Printer	\$350.00
Hazard House	\$3,600.00
Hazard Kitchen	\$3,600.00

Lodging Expenses

Lodging expenses are only allowable for multi-day programs/events that are located more than 50 miles (by roadway) from the employee's assigned work location, are held within the Commonwealth of Massachusetts and are limited to the relevant General Services Administration (GSA) rate.

IX. GRANT PERFORMANCE PERIOD

The FY27 SAFE & Senior SAFE grant performance period will ***begin*** upon full execution of a contract between the recipient and the Department of Fire Services (DFS) and will ***conclude*** on **June 30, 2027**.

Upon notification of award, DFS will provide grant recipients with a standard contract form and contract addendum for signature. **The grant performance period will not begin until these documents have been properly signed by both the recipient and DFS.** DFS will notify all departments when their contract has been fully executed by providing all program staff listed on the application Cover Sheet with a copy of the fully executed contract via email.

IMPORTANT: Any expenses incurred prior to the full execution of the contract or after the expiration of the contract will not be considered eligible activities within this grant program. The funds for such expenditures shall be returned to DFS upon request after submission of the year-end report.

Expenses are considered to be incurred when the activity associated with an expense has occurred (e.g., delivery of supplies or equipment).

Note: It is acceptable to issue payment for equipment, supplies, or labor that are **delivered** or **performed** during the grant performance period after the grant performance period has ended as long as the payment is made prior to submission of the end of year report.

For example: Equipment ordered on June 15, delivered on June 27 and paid for on July 5 would be acceptable since the expense was incurred when the equipment was delivered (during the performance period).

However, equipment ordered on June 15, delivered on July 3 and paid for on August 10th would **not** be acceptable as the expense was incurred outside of the performance period.

Performance period extensions will not be authorized in FY27. Applicants are responsible for expending funds prior to the end of the grant performance period (June 30, 2027). Unused funds **cannot** be carried over into the next fiscal year.

X. PROJECTED TIMELINE

Milestone	Date
Application Period Open	September 10, 2026
Question Submission Deadline	September 22, 2026
Application Submission Deadline	September 29, 2026, at 5:00 PM
Award Announcements	Week of October 26, 2026 (estimated)
End of Grant Performance Period	June 30, 2027
End of Year Report Deadline	July 30, 2027
Unexpended Funds Due	Within 30 calendar days of notification request from DFS

XI. FORMS TO BE COMPLETED UPON GRANT AWARD

The grant award period will not begin until both the recipient AND DFS execute a formal grant agreement contract. Upon notification of a grant award, all grantees will be required to complete and sign the following documents within the specified deadline:

- Commonwealth Standard Contract Form
- Contractor Authorized Signature Listing Form (if not already on file at DFS)
- Contract Addendum

These documents will be provided to departments upon award and do not need to be submitted with the grant application.

XII. APPLICATION PERIOD TRAINING

Five (5) webinars will be held on Microsoft Teams at the scheduled times below during the application period. These sessions will provide valuable guidance on all relevant grant requirements from application to close out, including how to apply, sign contract documents, utilize grant funds in compliance with program terms and conditions, submit end-of-year reports, and provide an opportunity for questions and answers.

While attendance is not mandatory, it is strongly recommended that either the Fire Chief, designated Primary and/or Secondary SAFE Educator, and/or Grant Manager participate to ensure a clear understanding of the grant process. Additionally (and as noted on page 4), applications in which one of these individuals has completed the webinar will receive 20 points.

Credit for attendance from a scoring perspective shall entail presence on the webinar from no later than five (5) minutes after the scheduled start time of the webinar through the scheduled end time of the webinar, and submission of an answer to the quiz question at the end. Intermittent connection disruptions totaling less than ten (10) minutes during the webinar will not affect attendance credit for the purposes of scoring.

Participation must be via a computer or tablet with sound. No call-in option will be provided.

Webinar Schedule:

Date	Time	How to Access
September 21, 2026	10:00am – 11:30am	Webinar Access Link Click Here Enter meeting ID and/or passcode as prompted: Meeting ID: 257 850 074 000 Passcode: TUtQ4G
September 23, 2026	1:30pm – 3:00pm	
September 24, 2026	6:00pm – 7:30pm	
September 25, 2026	1:30pm – 3:00pm	
September 28, 2026	10:00am – 11:30am	

XIII. APPLICATION OVERVIEW

The completed application consists of an Excel file with six (6) separate tabs:

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

The application document is available [HERE](#) for download.

NOTE: Please **complete the application form in Microsoft Excel**. To avoid application compatibility issues, the application ***must be downloaded***, saved to your device, and not completed on an Apple/Mac device, or Google web/cloud-based Excel program. **DO NOT use Google Sheets.**

Save the application to your device as: (Municipality) **Fire Department_FY27 SAFE Application**
(ex: Stow Fire Department_FY27 SAFE Application)

XIV. COMPLETING THE APPLICATION

This Excel application is intended to be **filled out in the order the tabs are arranged** 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 the cells requiring applicant input are unlocked and editable. Certain cells will auto-populate as information is entered throughout the document. All mathematical calculations on the **“Budget Worksheet”** tab will be performed automatically by Excel.

Many fields throughout the application contain a drop-down menu with predefined options. Only the options provided in these drop-down menus are allowable. Submitting an application with entries outside of the available selections may result in scoring deductions and potential reductions in funding. If you are unable to view the dropdown menu options, it is likely that the file is being opened on an Apple/Mac device or in a Google web/cloud-based version of Excel rather than in Microsoft Excel.

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

1. Cover Sheet Tab



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

Legal Name of Applicant Agency:  

- b) **Eligibility:** Applicants who are out of compliance with MFIRS/NERIS at the time of the application deadline will not be eligible to receive funding in FY27.

Eligibility Requirements
MFIRS/NERIS Reporting Status:
Applicants must be compliant with MFIRS/NERIS reporting requirements for calendar year 2025 by the application deadline to be eligible for funding.

For inquiries on what MFIRS/NERIS requirements may be missing please email
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. If your department

has not been awarded a SAFE grant in the last 5 fiscal years, the Program Grant option will be unavailable in this field.

Example:

Next, select whether the department will be applying for a Single or Regional/Joint application

d) **Contact Information:** Complete the contact information for those who will be involved in the delivery of the SAFE and/or Senior SAFE program.

- Add contact information for the department head (chief or commissioner).
- Add contact information for the Primary SAFE Educator.
 - If the department head will be serving as the Primary SAFE Educator, leave this section blank.
- Add contact information for the Secondary SAFE Educator (if one will be used).
- Add contact information for the Grant Manager.
 - If this section is left blank, the department head will be designated as the Grant Manager.
 - If any individual other than the department head or listed SAFE educators will be used to create the application, track spending, or fulfill the year-end reporting requirements, DFS recommends that they be designated as the Grant Manager so that they receive all communications about the program requirements and deadlines.
- Add contact information for both the school district and the senior agency, as applicable based on the type of application to be submitted.

DFS will include the Fire Chief, Primary and Secondary SAFE Educator(s), and Grant Manager on all notification and reminder emails for this grant.

2. Joint Applicants Tab

Cover Sheet	<u>Joint Applicants</u>	School Selections	SAFE-Senior SAFE Prog. Summary	Budget Worksheet	Signature Page
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- a) If submitting a single department application, leave this page blank and proceed to the **School Selections** tab.
- b) If submitting a joint or regional application, fill out all applicable fields for the department(s) that will be part of the application. **Do not** include the primary department identified on the Cover Sheet.
- c) Obtain signature from the head of each department that will be serving as a supporting applicant.

3. School Selections Tab

Cover Sheet | Joint Applicants | School Selections | SAFE-Senior SAFE Prog. Summary | Budget Worksheet | Signature Page

- This tab only needs to be completed for SAFE Program Grant applications. If submitting a Senior SAFE only or Planning Grant application, proceed to the **SAFE-Senior SAFE Prog. Summary** tab.
- Schools that are within your primary response area will auto-populate with the number of students from the DESE 2026-2027 school year enrollment data when a grade is selected in the individual classroom visit line 5 section on the **SAFE-Senior SAFE Prog. Summary** tab.
- If the department will be conducting education in any schools outside of the school district listed on the Cover Sheet, select the additional school district(s) in lines #2, #3, and #4 at the top of this tab as applicable. This step 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. Designate 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, or when non-municipal fire departments (fire districts) cover only one portion of a municipality that is comprised of a single school district. If neither of these situations apply to your application, no action is needed on this tab.

4. SAFE & Senior SAFE Program Summary Tab

Cover Sheet | Joint Applicants | School Selections | SAFE-Senior SAFE Prog. Summary | Budget Worksheet | Signature Page

- If submitting a SAFE Planning Grant application without a Senior SAFE application, proceed to the Budget Worksheet tab. Otherwise, complete the SAFE and/or Senior SAFE sections on this tab as appropriate based on your application type.
- SAFE: Individual Classroom Visits: In-School Fire & Life Safety Education and Prevention.**
 - Select the anticipated grade level(s) that will be visited during this grant period. Enrollment data for the student population for each grade will automatically populate based on the information provided in the **School Selection** tab. These numbers are preloaded from official enrollment data at the time of application release and cannot be modified.

all required selections have been made.				
Grade Level	Grade 1	Grade 2	Grade 2	Grade 4

- As soon as the grade is selected, the fields required to be completed will become red and the entry status at the bottom will state **"Incomplete."**
- Once all required sections have been completed, the entry status will convert to **"Complete!"**
- Incomplete entries will not be awarded any points towards the overall application score.

Indicator Light Status	Complete!	Incomplete	Complete!	Complete!	Complete!
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- If your program plans to visit private schools, the student count must be entered manually.
- 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.
- Select from the dropdown the instructional method that will be used. Grant approved instructional methods include:
 - Small Group (1-29 people)
 - Large Group (30-59 people)
 - Assembly (60+ people)
 - SAFE House Trailer
- Select between one (1) and three (3) key behaviors for each grade level that will be used from the drop-down menu provided.
- Once the grade column has switched from **Incomplete** to **Complete** proceed to the next column or section of the application.
- If the column remains marked as **"Incomplete,"** review the entries and updated any required fields in red.

Individual Classroom Visits					
Fill out the chart below by selecting each grade level you plan to visit on line 5. For each selected grade level selected, choose up to three (3) key behaviors. Indicator lights at the bottom of the table will display "COMPLETE" once all required selections have been made.					
Grade Level	Grade 1	Grade 3			
# of Public School Students Enrolled	177	177			
# of Private School Students Enrolled					
# of Classrooms to be Visited	14	14			
Average # of Students per Classroom	12	12			
Time Allocated per Visit (minutes)	60	60			
Number of Visits per Classroom					
Instructional Method	Assembly (60+ ppl)	Small Group (1-29 ppl)			
Student Evaluation Method	Assignment Grading	DFS Grade Level Evaluation Tool			
Key Behavior #1	9-1-1	Carbon Monoxide Safety/Alarms			
Key Behavior #2	Stay Low and Go	Fire & Emergency Drills			
Key Behavior #3	Home Escape Planning & Map Out	Firearm Safety			
Indicator Light Status	Complete!	Incomplete	N/A	N/A	N/A

c) **Senior SAFE Educational Sessions: Fire and Fall Prevention Education for Seniors 65+**

- Enter up to five (5) of the Senior SAFE educational session events in each column.
- Select the venue type from the drop-down menu, then enter the anticipated number of sessions, the time allocated for each session (in minutes), and the anticipated number of attendees.
- Choose one (1) to three (3) key behaviors that will be taught during each session from the drop-down menus provided.
- As information is entered for each event, required fields will be highlighted in red. The entry status at the bottom will display **"Incomplete"** until all required fields have been completed.
- Once all required sections in the column have been completed, the entry status will change to **"Complete!"**
- Incomplete entries will not be awarded any points towards the overall application score.

Senior SAFE: Fire & Fall Prevention Education for Seniors 65+

Senior SAFE Educational Sessions

Complete the chart below for each Senior SAFE presentation to be conducted utilizing grant funds. The indicator light at the bottom of the table will display "COMPLETE" once all required selections have been made.

Category					
Event Name	Senior Center Cares	Home Safety Day	Walk This Way		
Venue Type	Assisted Living Residences	Residential Homes	Retirement Communities		
# of Sessions	6	35	25		
Length of Each Session (minutes)	20	120			
# of Attendees per Session	30	2	15		
Key Behavior #1	Fall Prevention	Fall Prevention	Fall Prevention		
Key Behavior #2	Home Hazards	Home Hazards	Housing and Fire Safety		
Key Behavior #3	Home Hazard Training - In/Out	Smoke Alarms			
Indicator Light Status	Complete	Complete	Incomplete	N/A	N/A

c.) Senior SAFE Residential Visits

Residential Visits

How many residential safety visits does the department plan to conduct in FY27? **65**

- Provide the number of residential visits that the department plans to complete with grant funds.
- Once the SAFE-Senior Prog Summary page is complete move ahead by clicking the **Budget Worksheet** tab.

5. Budget Worksheet Tab

Cover Sheet	Joint Applicants	School Selections	SAFE-Senior SAFE Prog. Summary	Budget Worksheet	Signature Page
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The **SAFE** budget request section is displayed at the top in **green**, while the **Senior SAFE** budget request section is at the bottom in **blue**. The examples in this section cover the SAFE section, which operates identically to the Senior SAFE section.


EXECUTIVE OFFICE OF PUBLIC SAFETY & SECURITY
DEPARTMENT OF FIRE SERVICES
FY27 STUDENT AWARENESS OF FIRE EDUCATION & SENIOR SAFE GRANT
Budget Summary Sheet


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

SAFE Budget Eligible Award Amount: \$8,000.00 Application Amount: \$1,111.40 Amount Remaining: \$6,888.60	Senior SAFE Budget Eligible Award Amount: \$3,400.00 Application Amount: \$0.00 Amount Remaining: \$3,400.00
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SAFE GRANT BUDGET			
Audio/Visual & Technical Equipment			
Item Description	Quantity	Unit Cost	Total Cost
Image Flash Cards	12	\$5.95	\$71.40
Laptop (to include mouse, bag, battery(s), docking station, and other nece	1	\$600.00	\$600.00
Junior Firefighter Gear	8	\$55.00	\$440.00

The department's eligible award amount will automatically populate after the department is selected on the Cover Sheet. The requested application amount may be equal to or less than the eligible award amount but may not exceed it.

If the amount does not appear on the “**Eligible Award Amount**” line, verify that both the applicant's name and application type have been selected. If either field is blank, return to the Cover Sheet tab and complete the missing information.

Completing the Budget Worksheet

- Review the eligible expenses (Section VII) the department intends to request. Select items from the drop-down menu within each category.
- Enter the quantity and unit cost in the appropriate columns for each expense.
- Any lines selected but left blank will not be considered as requested or approved items.
- The “Total Cost” column will calculate automatically.
- If the total requested expenses exceed the eligible award amount, an error message will appear. To correct this, adjust the request by lowering the quantity and/or unit cost to remain within the allowable funding limit.
- Items not available for selection are not an eligible grant expense.

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

Educator Training

- Select the item description from the drop-down menu, then enter the quantity and unit cost in the appropriate columns for each expense.

Educator Training			
Item Description	Quantity	Unit Cost	Total Cost
Certification			
Exam			
Lodging			
Textbooks			
Wages			
Lodging	1	\$165.00	\$165.00

Personnel Expenses:

- Select personnel rank.
- Enter the individual's name for any personnel who will be paid through the grant program.
- Enter the anticipated number of hours for classroom education and educator training.
- Enter the hourly rate.
- The total cost column will auto-calculate to provide the expense total.

Personnel Expenses					
Rank	First & Last Name	Hours Allocated		Hourly Rate	Total Cost
		Classroom Education	Educator Training		
Firefighter	John Doe	12.00	12.00	\$36.65	\$879.60

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

6. Signature Page

Cover Sheet	Joint Applicants	School Selections	SAFE-Senior SAFE Prog. Summary	Budget Worksheet	<u>Signature Page</u>
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This application requires signatures from the Head of Fire Department, Superintendent, and Senior Agency Official (as applicable depending on the type of application being submitted). An electronic image of each signature is acceptable.

- Each official should add their digital signature by inserting an image of their personal signature into the signature line.
- If unable to sign electronically:
 1. Print the signature page.
 2. Obtain all required handwritten signatures.
 3. Scan the signed page as a PDF.
 4. Attach the scanned signature page to the email submission along with the grant application and supporting documents.

XV. SUBMITTING THE APPLICATION

The complete Excel file application, along with all supporting documents, must be submitted by **email no later than September 29, 2026, at 5:00 pm.**

- a. **Email COMPLETE** application (including signed signature page if necessary) to:
SAFE.FireSafetyDivision@mass.gov
- b. **Applications will be accepted in Excel file format only.** Handwritten or PDF file applications **will not be** accepted. Hard copies **should not** be mailed or faxed to DFS.
- c. No extensions will be granted for the application period.

XVI. CONTACT

All questions, including requests for application technical assistance, must be submitted to DFS by email at SAFE.FireSafetyDivision@mass.gov no later than **September 22, 2026**. Questions received after this date may not be answered prior to the application submission deadline.

APPENDIX A – SCORING CRITERIA FOR SAFE KEY BEHAVIORS

Key Behavior	Points Awarded by Grade Level													
	Pre-K	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
9 - 1 - 1	5	5	5	5	5	5	5	5	5	5	3	3	3	3
Arson & False Alarms	1	2	2	2	4	4	4	5	5	5	5	5	5	5
Burn Safety & Prevention	2	2	2	2	4	4	4	5	5	5	5	5	5	5
Carbon Monoxide Safety/Alarms	3	3	3	3	4	4	4	5	5	5	5	5	5	5
Drug & Alcohol Safety	2	2	2	2	3	3	3	4	4	4	5	5	5	5
Electrical Safety	2	2	2	2	3	3	3	4	4	4	5	5	5	5
Fire & Emergency Drills	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Firefighters as Community Helper	5	5	5	5	4	4	4	2	2	2	3	3	3	3
Halloween Safety	1	1	1	3	5	5	5	5	5	5	1	1	1	1
Heating Safety	1	1	1	1	4	4	4	5	5	5	5	5	5	5
Holiday & Event Safety	1	1	1	1	4	4	4	4	4	4	4	4	4	4
Home Escape Planning/ 2 Ways Out	3	3	3	3	5	5	5	5	5	5	5	5	5	5
Home Hazards	4	4	4	4	4	4	4	5	5	5	5	5	5	5
Kitchen Safety	4	4	4	4	5	5	5	5	5	5	5	5	5	5
Lighters/Matches	3	3	3	3	4	4	4	5	5	5	5	5	5	5
Outdoor Safety	1	1	1	1	4	4	4	5	5	5	5	5	5	5
Poison & Tobacco Prevention	3	3	3	3	3	3	3	4	4	4	5	5	5	5
Preparedness Planning	1	1	1	1	1	1	1	3	3	3	5	5	5	5
Smoke Alarms	5	5	5	5	3	3	3	5	5	5	5	5	5	5
Stay Low and Go	5	5	5	5	3	3	3	1	1	1	1	1	1	1
Stop, Drop, Roll	5	5	5	5	3	3	3	1	1	1	1	1	1	1
Storm Preparedness	2	2	2	2	2	2	2	4	4	4	5	5	5	5
Summer Safety	3	3	3	3	1	1	1	4	4	4	5	5	5	5
Transportation Safety	5	5	5	5	3	3	3	3	3	3	5	5	5	5
Understanding Fire	3	3	3	3	3	3	3	4	4	4	5	5	5	5
Winter Safety	1	1	1	1	1	1	1	3	3	3	5	5	5	5