



CDC Smoke Alarm Mini-Grant and Residential Fire Safety Project Kentucky Injury Prevention and Research Center

Project Guidelines

The Kentucky Injury Prevention and Research Center (KIPRC) has received funding from the National Center for Injury Prevention and Control (NCIPC) of the Centers for Disease Control and Prevention (CDC) to fund a limited number of residential fire safety projects in Kentucky. These projects will be awarded to local public agencies and non-governmental organizations involved in fire safety projects in Kentucky. Agencies and organizations interested in participating in this project should complete a project application form and comply with the instructions and qualifications listed in this document.

Eligible Organizations

The following organizations and agencies may apply: any public agency or non-profit private organization engaged in providing fire protection, fire safety education or fire prevention services to a residential area consisting of not more than 50 percent multi-unit residential housing. Residential buildings with three or more residences will be considered to be multi-unit residences. Private fire departments or other organizations operated as or by a for-profit corporation may participate only if they agree to provide the services required by the project agreement without charge or compensation, except for the reimbursement amount (\$2,000 maximum) provided by KIPRC as part of the project agreement.

Fire departments and other public safety agencies, as well as local and district health departments, are particularly encouraged to apply. Agencies without fire protection or fire safety education experience must provide evidence of a partnership with a fire department or other agency with such experience.

Local project requests should be based upon serving a community of not more than 50,000 residents, where at least half of the households are at or below the poverty level. If the applying agency's service area includes a larger population, a service area for this project with a population of not more than 50,000 must be designated and clearly defined. No more than one project per service area or community will be funded; if multiple overlapping applications are received from a single community, the applying agencies will be given the opportunity to develop a combined proposal.

Requirements of the Local Organization

This document provides an explanation of the guidelines for this project, as well as instructions for completing an application. The list of guidelines and requirements may sound complicated, but it's really fairly simple. The purpose of the requirements is to make sure that organizations do not give away free smoke alarms without installing them in homes and providing the recipients with fire safety education. Participating agencies must develop and follow a plan. They must not charge for the alarms, they must install them, they must teach the people who receive the smoke alarms how to maintain them and what to do if an alarm sounds, and they must keep some basic records and let KIPRC know whether or not the plan worked.

The application process will be conducted in the following manner:

- Any agency or organization requesting smoke alarms must complete and submit a formal application form to be eligible for consideration to receive alarms.
- Applications that are missing significant information, or that do not meet the requirements listed, will not receive further consideration.
- Applications will be rated by a review committee. The committee will be composed of KIPRC staff members, fire service personnel and other public safety and public health personnel.
 - Applications will be evaluated based upon several factors, including documented need; a demonstrated capacity to perform the required installation, recipient education, record-keeping and reporting; documented media support; and a commitment by the agency or organization to perform these functions. Fire departments will generally receive priority, but other agencies may apply. If more than one agency in a single community applies, applicants will be asked to coordinate their applications and projects. Communities with limited resources or unusual fire safety problems may receive special consideration.
 - The available alarms will generally be distributed in accordance with the rating of applications by the committee, but the KIPRC project manager reserves the right to make partial awards in any or all cases to maximize the use of the available resources (alarms and funds) in a fair and equitable manner.
- Agencies and organizations receiving smoke alarms must agree to:
 - Enroll residents within their approved service area in the program, and maintain records of households enrolled (see below);
 - Not enroll residents living outside the designated service area without prior approval from KIPRC, nor enroll more residents than smoke alarms are available to serve;
 - Provide the smoke alarms to recipients without charge for either the alarm or for installation;
 - Provide alarms only to residential households that do not have adequate smoke alarm coverage (as defined by NFPA standards), with a focus on low-income households;
 - Provide fire safety and smoke alarm maintenance education to at least one adult resident of each household where an alarm is installed, and collect basic fire safety survey information from participants;
 - Maintain a file of when and to whom the smoke alarms were distributed, have recipients sign an approved application and liability waiver, and provide copies of completed installation record forms to KIPRC on a regular basis;
 - Conduct community fire safety education programs, with a goal of reaching at least 500 people in their community;
 - Partner with at least one media outlet (radio station, newspaper or television station) to produce and broadcast or print public service announcements (PSAs) and/or news stories promoting fire safety;

- Conduct a six month follow-up check and survey of at least 25 percent of the households receiving smoke alarms, or 120 homes, whichever is less, using forms provided by KIPRC, to determine whether the smoke alarms are still in place and working and how much the residents have learned about fire safety;
- Provide information about the number of fires in the community and the number of fires in project households for a period of at least two years after the end of the local project, by matching fire runs to addresses where alarms were installed or by some other method;
- Submit monthly updates during the project and provide the completed follow up survey forms to KIPRC at the end of the project.

Additional local agency responsibilities may be negotiated on a case-by-case basis.

Benefits to the Local Organization

Local agencies selected to participate in this program will receive the following benefits from the project:

- Free lithium battery powered smoke alarms, rated by the manufacturer to have a service life of approximately ten years, to install in households in their service area. The exact number of alarms awarded will vary based upon the size of the agency and the number of personnel available to install alarms, the geographic size and population of the service area, the average income level and other factors evidencing economic need in the service area, and any other criteria established by the state advisory committee. The number of smoke alarms awarded is generally expected to fall between 300 and 1,500 per local agency.
- Free fire safety and smoke alarm maintenance information (such as brochures) to use when providing fire safety and smoke alarm maintenance education to the residents of homes where alarms have been installed.
- Free training materials for smoke alarm installers.
- Credit for \$1,000 that can be spent on any fire safety materials (but not fire suppression equipment) that the local agency wants. This can be educational materials, promotional items, additional smoke alarms or any other fire safety materials the local agency chooses. Actual purchases will be made by KIPRC through the University of Kentucky purchasing system. If the local agency wishes to purchase an item with a cost of more than \$1,000 the local agency will be responsible for the portion of the cost beyond \$1,000.
- After the final report and follow up survey has been submitted, local agencies will receive up to \$2,000 in reimbursement for their expenses and time in conducting the follow up survey.

General Information for Applicants

The following general rules apply to this project:

- At least fifty percent (50%) of the households served by each local project must have annual household incomes at or below the poverty line. The local agency is responsible for creating and following a plan to insure that half or more of the homes served have an annual *household* (not individual) income of \$20,650 or less.

- Only smoke alarms and the fire safety materials described above are available through this project. No funding to support staff, provide other materials or subsidize incidental costs is available, and any such costs are the responsibility of the local agency. Pick up and/or delivery arrangements for smoke alarms and materials furnished by KIPRC are negotiable.
- Fire safety education materials of various types are often available free of charge from the United States Fire Administration (USFA). These materials can be ordered by ordering from the USFA Online Publications Catalog at <http://www.usfa.dhs.gov/applications/publications/>
- The smoke alarm mini-grant project is funded by CDC as a five year program, but Federal budgets for the later years of the project have not yet been set, so no funding for future grants of smoke alarms beyond the current project year is promised or guaranteed. While agencies that receive grants may re-submit applications for additional years, the primary goal of the project will be to fund one year projects in as many communities as resources allow. Grantee agencies are cautioned to avoid creating plans for a multi-year local program dependent upon continuing support from this program.
- In considering any future application for funds for this or similar projects, agency track records in performing and documenting the activities proposed will be considered in making awards. Failure to properly perform the agreed upon responsibilities will make a local agency ineligible for future awards.
- The application form must be fully completed; do not leave sections blank. If requested information is not available, or is estimated, please note this on the form. Do not forget to include a letter of support from at least one local media partner.

Application Form and Requests for Additional Information

The application form for the smoke alarm mini-grant program is attached. Instructions for completing it can be found on the KIPRC web site (see below). Please type your application, or print legibly. If you would like to receive a copy of the application in Microsoft Word 97 format, it may be downloaded from the KIPRC web site at www.kiprc.uky.edu/fire/ . You can also request that a copy of the application be sent to you via e-mail. To request a copy of the application, contact Robert McCool at rmccool@pop.uky.edu or call (859) 257-6741.

If you have questions about this application, you may contact any of the following individuals:

Thomas Haynes, RN	thayn2@uky.edu	(606) 855-0328
Robert H. McCool, MS	rmccool@uky.edu	(859) 257-6741
Ron Clatos, MA	r.clatos@morehead-st.edu	(606) 783-5396

Return completed applications to the address below. To be considered for grants for FY 2009-2010, **applications must be received by 10:00 AM EDT on Monday, September 7, 2009** at:

Kentucky Injury Prevention and Research Center
 Attn.: Smoke Alarm Mini-Grant Project
 333 Waller Avenue, Suite 202
 Lexington, KY 40504-2915

Applications may also be faxed to (859) 257-3909.

Instructions for Completing the Smoke Alarm Mini-Grant Application Form

Organization and Contact Information:

List the name of your organization in this section, and provide contact information. The person listed as the Primary Contact should be the person managing the project for your agency. The Secondary Project Contact should be someone who can answer basic questions about the project if the primary contact is not available.

Check the box that most accurately describes the type of organization you have. If two or more boxes seem to apply equally, it is acceptable to check more than one box. List the number of personnel that you have, and indicate whether they are paid, volunteer or a combination of both. (For large organizations, an estimated number of personnel or members is fine. If your organization is a local affiliate of a state or national organization, list only the personnel or members in your local organization.)

Finally, provide us with a short description of your organization. For example, a typical description might be:

We are a combination paid / volunteer fire department serving a community of 18,000. We have 6 paid firefighters, a paid fire chief and 23 volunteers. We operate on a 3-shift / 24-on, 48-off basis, with two paid firefighters per shift and volunteers on call as needed. We provide fire suppression as well as fire code inspections and fire safety education. We also respond to vehicle crash rescue calls and hazardous materials incidents. All of our personnel are certified firefighters. Our paid firefighters, and 12 of our volunteers, are also certified as EMTs. Our community is a suburban community with a combination of residential areas, small and medium businesses and two large manufacturing plants. Most of our residential areas are middle class sub-divisions, but we have several areas with high percentages of low income and elderly residents living in older homes.

A great amount of detail isn't necessary, as long as you explain what your organization is, what it does and who is in the client population.

Community and Population Served:

This is your opportunity to tell us about your community -- how many people live there, what the average household income level is, and what the annual frequency (number) of fires and fire-related deaths and injuries are. Some sources for this information are:

Population (total and by age group), households and income:

US Census (www.census.gov, or your local library); Area Development District offices; and local or district health department community health needs assessments.

Fire incident and fatality / injury information:

This information should be available from your internal records (if you are a fire department) or from your local fire department (for other agencies), as well as from the State Fire Marshal's office. You may also want to work with your local hospital(s) to get information about the number of people injured in fires. If this information isn't available, explain how you might get it if you receive a smoke alarm project.

In addition to this information, you can also include any other information about your community, such as economic, educational or cultural factors, that you want us to consider.

Needs Description:

In this section you have the opportunity to explain why your organization and community need a grant of smoke alarms. Describe the problem in your own words, and include specific examples if possible. Explain how you know that at least half of the households that you propose to serve through this project are at or below the federal poverty line. If you need more space, you can add an extra page to the application for this information.

Resources Requested and Project Plan:

Basically, this section asks you to answer two questions: what do you need, and what are you going to do with it if you get it? Please match the requested resources to your need and project plan. For example, if your community has a high percentage of new homes, you will probably need fewer alarms, since many new homes include built-in smoke alarms.

You will also need to describe your project plan. This should include who you plan to give smoke alarms to and how recipients will be selected, where they will sign up or call to enroll in the program, who will do the installation of the alarms and how, what education you will provide to households that receive smoke alarms, and who will provide that education. You should also explain how your project will cooperate with any other fire safety projects in your community, and how you plan to insure that alarms are directed toward low-income households.

Project Personnel:

In this section you should list the primary person who will be supervising this project for your organization. (This person should be the same person who is listed as the Primary Contact on page 1 of the application form.) You should also list at least one person who is qualified to train the personnel who will be installing the smoke alarms in the proper procedure for installation. A qualified instructor is either a fire service, EMS or other public safety instructor with fire prevention training and experience or a person trained and experienced in adult education or training who has fire prevention training and experience. (If you have questions about qualifications, please contact the project staff - see page 4. You may also review the *Smoke Alarm Installation Manual* for details about the subject areas that must be covered in training. The manual is available on the web at www.kiprc.uky.edu/fire/.)

Media Partner:

If you want to inform a large number of people quickly about a new project, or provide them with safety information, having help from at least one media organization is important. You should develop a working agreement with at least one local media organization, such as a radio station, television station, or newspaper, before you submit an application. This section of the application should list the name of the media organization you are partnering with, the type of media (such as radio, television or newspaper), a contact person for that media organization and a telephone number for them. You should also attach a letter or memo from an official of the media organization, stating that they are willing to help support the fire safety project in your community. If you do not yet have a media partner, please explain why in your application.

Evaluation Plan:

In this section of the application you should explain how you intend to evaluate your project. What good do you expect the project to accomplish, and how will you know if it did that? At a minimum, you must re-contact 25 percent (or 120, whichever is larger) of the smoke alarm recipients about six months after alarms have been installed in their home, to determine whether the alarms are still in place and working and how much they remember about fire safety. Other measures, such as how many homes were covered and how many alarms were installed, can also be used to help evaluate your project.

The last portion of this section includes an estimated end time for the project, and an estimated delivery time for a final project report. The project must be completed by September 30, 2010. The final report will be due within fifteen (15) days after the end of your project. It should include what you actually did (not just what you planned to do), and the results of your evaluation. It should be short - about 3 to 6 pages. Include information about things that went well and also about things that you would change or improve if you could do the project again. If your agency is selected to receive smoke alarms you will receive additional information about the local project report. When the project is completed the report should be submitted to the same address as the project application.

Certification:

This section must be signed by an official representative of your organization who has the authority to enter into a legal agreement on behalf of the organization. It is a legal promise to follow the rules and guidelines for the project. ***Please be sure that you are willing to agree to the conditions listed on the certification page before you sign it.***

Additional Information:

If you have questions about this application, or need any additional information, please contact one of the project staff members listed on page 4. You may also check the KIPRC web site at www.kiprc.uky.edu/fire/ for program updates.