

Kansas Fire Injury Prevention Program (KFIPP) RFP

Purpose of the KFIPP

The overall purpose of the Kansas Fire Injury Prevention Program (KFIPP) is to make funds available for community programs to reduce injuries due to carbon monoxide poisoning, fires and burns.

Goals of the Prevention Program

The goals of the KFIPP are to expand state capacity for the prevention and control of carbon monoxide poisoning, fire related incidences, injuries and deaths by increasing Kansans':

- 1) Understanding of the need for, access to and proper use of smoke alarms and carbon monoxide detectors in their homes.
- 2) Knowledge regarding fire-safety by providing fire-safety education with emphasis on fire escape planning and practice and smoke alarm testing, and maintenance.
- 3) Knowledge of the causes of carbon monoxide production, symptoms of hazardous exposure, escape planning and detector maintenance.

Objectives of the Prevention Activities

- To expand local capacity for the prevention and control of carbon monoxide poisoning and fire related injuries and death by providing funding to at least four Kansas communities with a population of less than 50,000.
- To increase Kansans' knowledge through education of fire safety and carbon monoxide poisoning and the need for and proper use of smoke alarms and carbon monoxide detectors in the home.
- To increase the number of functional smoke alarms and carbon monoxide detectors in defined geographic areas by installing 10-year lithium smoke alarms and plug in carbon monoxide detectors with battery back-up in high-risk households.
- To promote collaboration by convening the broad spectrum of concerned agencies and groups addressing common goals for decreasing the burden of carbon monoxide poisoning and fire related injury and death.
- To conduct baseline measures toward project evaluation.

Availability of Funds

This is a competitive grant process with grant projects awarded for a one year time period. Approximately \$20,000, to be divided among up to seven projects, is available for FY 11 (October 1, 2010 – September 30, 2011). It is expected that the awards will begin on or about October 15, 2010. Fire/Burn Grant Funds will need to be spent or encumbered by August 15, 2011.

Issuance of this Request for Proposals in no way constitutes a commitment by the Kansas Department of Health and Environment to award a grant or to pay any costs incurred in the preparation of a response to this request.

Eligible Applicants

Private or public non-profit community-based organizations, units of local or state government are eligible to apply for these funds. No more than one project per service area or community will be funded; if multiple applications are received from a single community, the applying agencies will be given the opportunity to develop a combined proposal.

In order for a community to be considered, the following characteristics should exist:

- It should have a population of 50,000 or less (could be a segment of a larger area).
- It should accurately report fire incidents to the State Fire Marshal's Kansas Fire Incident Reporting System (KFIRS) per state law, including information regarding the presence and performance of smoke alarms in incidents involving structure fires. (which should be consistently reported to KFIRS)

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. It should have a high proportion of at risk population including those with:

- Household income below poverty line
- Children younger than 5
- Adults over 65
- Persons with disabilities
- English as a second language

Program Requirements

In conducting the activities to achieve the purpose of this program, the recipient will be responsible for activities under (Recipient Activities) and KDHE will be responsible for activities under (KDHE Activities).

Recipient Activities

- Collaborate with individuals and agencies to accomplish identified goals and objectives of program.
- Facilitate the installation of 10-year lithium-powered smoke alarms, and provide fire safety education to recipient households.
- Facilitate the installation of plug-in carbon monoxide detectors with battery back-up, and provide carbon monoxide safety education to recipient households.
- Facilitate community fire safety and carbon monoxide education.
- Submit progress and expenditure reports to KDHE by established deadlines.

A narrative report to describe the work done the first quarter is due January 31. This narrative report is updated at the end of each following quarter. Additionally, an affidavit of expenditure report is due at the end of each quarter with reimbursable budgeted expenses.

<u>Date Due</u>			
January 31, 2011	for quarters	Oct. 1, 2010 -	December 31, 2010
April 30, 2011	for quarters	Oct. 1, 2010 -	March 31, 2011
July 31, 2011	for quarters	Oct. 1, 2010 -	June 30, 2011
October 31, 2011	for quarters	Oct. 1, 2010 -	Sept. 30, 2011

* Funds must be spent/encumbered by August 15, 2011.

KDHE Activities

- Provide smoke alarm and carbon monoxide detector installation and education program oversight.
- Provide technical consultation and advice on aspects of recipient activities, including training in fire safety education, proper installation and placement of alarms and detectors.
- Provide technical assistance and resources to meet the needs of the targeted population including those with limited English proficiency or those with a disability.
- Provide up-to-date scientific information about carbon monoxide and fire related injuries and death.
- Establish communication mechanisms by facilitating the transfer of technical and programmatic information across similarly funded programs.
- Participate with recipient agencies in workshops, trainings, meetings, and advisory committees to exchange information across the state.

Kansas Need Specific to Fire-Related Injury

In 2007 unintentional injuries were the 5th leading cause of death for Kansans. In the 1-44 years age group, unintentional injuries are the leading causes of death nationally and in Kansas. Similarly among those in 65 and older age group, unintentional injuries are the 9th leading cause of death in both Kansas and nationally (CDC, 2010).

- In 2006, the Kansas Fire Incident Reporting System recorded 64 civilian fire/burn deaths in Kansas:
- 53 of these deaths took place at home (1-2 family dwellings).

Fire kills Kansans of all ages, but those less than 5 years old or older than 65 years old are particularly vulnerable. When fire/burn deaths were examined for the year 2008 (Kansas Department of Health, 2010) the following results were seen:

- The age group with the highest age-specific death rate was the 75-84 years age groups (6.41 per 100,000 Kansans).
- The age group with the 2nd highest death rate was the 65-74 years age group (3.34 per 100,000 Kansans)
- The 55-64 years age group had an age-specific death rate of 1.96 per 100,000 Kansans.

According to the Kansas Fire Information Reporting System (KFIRS):

- The number of structure fires averaged 4,539 in the years 2002-2006.
- In 2006, 3,342 residential fires were reported, with 243 injuries.
- The resulting property damage due to residential fire in 2006 was \$52,564,538.

The Kansas Health Authority reports that an analysis published by KDHE, Division of Health in 1999 reported that:

- Between 1989 and 1997, 80 deaths in Kansas were attributed to unintentional poisonings from carbon monoxide, utility gases and other gases.
- Between 1999 and 2004, 35 (2.16%) CO poisoning deaths were reported. This compares to the national average of 2,631 or (1.53%) unintentional, non-fire-related deaths from CO poisoning.

Past Efforts of the Kansas Fire Injury Prevention Program

Since 1994 the Kansas Department of Health and Environment (KDHE) has received funding to work with the Centers for Disease Control and Prevention (CDC) to implement projects to distribute and install smoke alarms in high-risk households.

From 1994 to 2010:

- Communities were selected based on high fire injury and mortality incidence and prevalence.
- 8,000 homes were canvassed and assessed as to whether new, additional or replacement smoke alarms were needed.
- More than 20,000 smoke alarms have been installed.
- There have been 27 documented lives saved as a result of this program.

A new five-year grant cycle began during October 1, 2006.

In addition, in 1998 Kansas passed legislation requiring smoke alarms in every single-family house and rental unit, new and pre-existing. This program will assist at-risk Kansas residents in meeting the requirements of the law.

Benefits of the Kansas Fire Injury Prevention Program

This program addresses:

- Objectives in Healthy People 2010
- Reduce the age-adjusted rate of accidental fire deaths to less than 0.6 per 100,000 population in Kansas.
- Increase the proportion of households in Kansas who report having a working smoke alarm in their home to 100% by 2010.⁴

Appendix A

Application Packet

Preparation of the Application

- Complete the “Organization and Contact Information” Section
- Complete the “Target Community Information” Section
- When completing the “Detailed Narrative” Section, your proposal should:
 - ✓ Be typed or computer-generated in 12 point font on 8 1/2 x 11 inch paper
 - ✓ Not exceed 10 pages, each with 1 inch margins
 - ✓ Have clearly numbered pages
 - ✓ Contain separately labeled sections with clearly designated headings

Evaluation Criteria

Applicants will be reviewed and evaluated according to the following criteria:

1) Statement of Need (20%)

The extent to which the applicant presents information regarding residential fire-related injury and home carbon monoxide exposure in the applicant’s community.

2) Project Plan (70%)

The extent to which the applicant has developed a plan to reflect overall capacity to carry out the project and achieve program objectives.

3) Estimated Budget (10%)

The extent to which the applicant has described what in-kind services the community will provide, and what funds will be needed.

Proposal Review

- The deadline for submission of applications is October 15, 2010.
- A panel of individuals (employed by the Kansas Department of Health and Environment) will be selected to review applications. No reviewer or employer organization will be eligible to apply for funding under the terms of this request for proposals.
- Successful applicants will be selected by approximately October 20, 2010.
- Awards will be announced by October 22, 2010.

Kansas Fire Injury Prevention Program Application for CDC Mini-Grant

I. Organization & Contact Information

Lead Organization: _____

Proposed Program Coordinator: _____

Current Job Title: _____

E-mail Address: _____

Mailing Address: _____

(Please indicate a street address for mailing of supplies)

City: _____ State: KS Zip Code: _____

Phone: _____ Fax: _____

Federal Identification Number (FEIN): _____

What population(s) does your organization serve?

What programs does your organization implement and/or what services are provided?

II. Target Community Information*

* To be eligible for KFIPP funding, the community must have a population of 50,000 or less. (A community may be considered: a county, a district (of several counties), a city, or a designated neighborhood, section, or zip code area within a city.)

County/Community Name:

Community and Population Served:

This is your opportunity to tell us about your community:

- How many people live here
- Average household income level
- Annual frequency (number) of fires and fire-related deaths and injuries
- Annual frequency (number) of carbon monoxide poisoning deaths and injuries.

Some sources for this information are:

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

- US Census <http://factfinder.census.gov/servlet/BasicFactsServlet>
- Your local library
- Area Development District offices
- Local or district health department community health needs assessments

Fire incident and fatality / injury information:

- Your internal records (if you are a fire department)
- Your local fire department (for other agencies)
- State Fire Marshal's office (785-296-3401)

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.

Detailed Narrative Section:

Please submit the following typed information

1) Statement of Need

In this section you have the opportunity to explain why your organization and community need a grant of smoke alarms and carbon monoxide detectors. Describe the problem in your own words, and include specific examples if possible. If there are other resources in the community, such as a smoke alarm or carbon monoxide project being run by another organization, explain why there is a need for an additional project, and how the two projects would work together. If you need more space, you can add an extra page to the application for this information.

2) Project Plan

The plan should include:

- The number of smoke alarms that you are requesting (there is a total of approximately 1,840 to be divided among projects)
- The number of carbon monoxide detectors you are requesting (there is a total of approximately 700 carbon monoxide detectors to be divided among projects)
- Who you plan to give smoke alarms and carbon monoxide detectors to
- 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 alarms and detectors
- Who will provide education to the community
- How your project would cooperate with any other residential fire safety projects operating in your community.

Media outlets are important if you want to inform a large number of people quickly about a new project, or provide them with safety information. 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.

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.

Estimated Budget

Please submit an estimated budget for the grant period. Your budget should include:

A) Narrative Section Outlining:

- **Supplies**
 - A list of all materials that will be purchased
- **Salaries** – describe:
 - Proposed staffing (paid staff and/or volunteers) by task
 - Individual job titles
 - Estimated percentage of time each person will spend on program
- **Travel**
 - Include travel for two people to Topeka for one day (grantee meeting)
- **In-kind amounts** (for services the community will provide)

Do not include cost for smoke alarms or carbon monoxide detectors. Approximately 1,840 10-year lithium smoke alarms and 700 carbon monoxide detectors are supplied at no cost to be divided among successful applications.

B) Actual Proposed Budget Form - with total amounts for overall categories listed above (see attached example)

- Please be sure to list in-kind amounts that you will receive in column one and actual grant funds that you are requesting in column two.
- This proposed budget form will need to be signed by the Fiscal Officer.

**Submit signed original with two copies to:
Marilee Brown
Kansas Department of Health and Environment
1000 SW Jackson, Suite 230
Topeka, Kansas 66612-1274
785-368-7290 mbrown@kdheks.gov**

Applications must be postmarked no later than October 15, 2010.

**KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
CATEGORICAL PROGRAMS AFFIDAVIT OF EXPENDITURES**

GRANTEE NAME: _____ PHONE: _____

REPORT PERIOD: October 1, 2010-September 30, 2011

GRANT TITLE: KFIPP Grant

Expenditure Classification	Local Match Amount	Grant Amount	Total Amount
1. SALARIES (Including Fringe Benefits)			
2. TRAVEL			
3. SUPPLIES			
4. OTHER (List each item & cost)			
5. AFFIDAVIT TOTAL (Add lines 1-4)			

The above amounts are in agreement with the agency official accounting records.
Individual employee time reports are maintained and filed documenting time charged to this project.

AUTHORIZED SIGNATURE:

DATE: _____

SFY 2007 AFFIDAVIT

*Attach additional sheet(s) as necessary.

KDHE USE ONLY: Audited By:

Completion Instructions for CATEGORICAL PROGRAMS Affidavit of Expenditures

- A. Print or type the name of the community/organization receiving the grant award. Please include the organization's phone number.
- B. Print or type the reporting period, listing the months covered by the Affidavit. Please do not designate the quarter as 1st, 2nd, 3rd, or 4th, due to the conflict between federal, state, and local fiscal years. Instead, give dates, such as October 1, 2008 – December 31, 2008.
- C. Record in the appropriate space(s) the actual expenditure amounts under the appropriate columns.

Expenditure Classifications: In the following categories, please be sure to indicate "**In-Kind Amount**" for those amounts that have been provided by your organization (or by an organization other than KDHE) during this reporting period, to indicate the actual amounts that you are requesting from KDHE under "Grant Amount" (according to amounts submitted in your original budget—totals of all expenditure reports should equal amounts given in your proposed budget) and that "**Total Amount**" represents the total of "Local Match Amount" and "Grant Amount" for each category.

1. Salaries: Record in the appropriate space(s) the actual salaries including fringe benefits paid to employees during this reporting period that are chargeable to the project. NOTE: All salary amounts charged must be supported in your agency accounting records by the individual employee time sheets.

2. Travel: Record in the appropriate space(s) any authorized travel during this time period chargeable to the project. NOTE: Please include travel and accommodations for up to two people to the KFIPP Grantee Meeting in Topeka. (This is allowed through the project and should be itemized under the "Grant Amount" column.)

3. Supplies: Record in the appropriate space(s) the expenses incurred for supplies during this time period

4. Other: List any additional costs that were incurred in areas listed on your original "Proposed Budget." Please label individual expense items that were incurred during this reporting period (just as you did when completing the "Proposed Budget" form).

5. Total: Total the form by adding lines 1 through 4 under each column for the Affidavit Total. (NOTE: The amounts in Local Match Amount column plus Grant Amount column should equal the total in Total Amount column). The total listed under "Grant Amount" will be the amount that you are requesting reimbursement for.

- D. **Sign/Date:** The proposed budget must be signed and dated by a person authorized by the community/organization identified at the top of the page. who has the authority to make an agreement on behalf of the organization. It is a 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 phone Marilee Brown at 785-368-7290 or email brown@kdheks.gov.