



**VFSB/VDFP Smoke Alarm Installation and Residential Fire Safety
Project Guidelines**

**VIRGINIA DEPARTMENT OF FIRE PROGRAMS
VIRGINIA FIRE SERVICES BOARD
1005 Technology Park Drive
Glen Allen, Virginia 23059-4500
Tel: 804/371-0220
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**Smoke Alarm Installation and Education Project sponsored by the
Virginia Department of Fire Programs and Virginia Fire Services Board.**

Project Guidelines

The Virginia Department of Fire Programs (VDFP) and Virginia Fire Services Board (VFSB) has dedicated FY06 funding to purchase a limited number of lithium battery operated smoke alarms to distribute across the Commonwealth. These smoke alarms will be distributed to Fire Departments and organizations involved in fire safety projects in Virginia. Fire Departments and organizations interested in receiving smoke alarms and educational materials should complete and return the *Smoke Alarm Installation and Education Project application* and comply with the instructions and qualifications listed in this document. The number of alarms each applicant will receive will be based on availability of alarms, applicant's needs as described in the application, and applicant's ability to implement the project. VDFP reserves the right to make partial awards in any or all cases to maximize the use of the available resources (alarms) in a fair and equitable manner.

Eligible Organizations

The following organizations and fire departments are eligible to receive smoke alarms: Virginia Fire departments and other public safety agencies; local and district health departments; any public agency or non-profit private organization engaged in providing fire protection, fire safety education or fire prevention services to a residential area. 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. 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 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 others (VDFP) know whether the plan worked or not.

The application process will be conducted in the following manner:

- Any agency or organization requesting smoke alarms must complete and submit an application form to be eligible to receive alarms and educational materials.
- Applicants must demonstrate a capacity to perform the required installation, fire safety education, recordkeeping and project reporting.

Once the application period ends and the number of smoke alarms are determined for each approved applicant, alarms for all applicants in a region (regions determined by VDFP geographic division (7)) will be delivered (total of 7 deliveries) to a specified location within their region, on a pre-determined date for approved applicants to pick-up. Approved applicants will be notified of date and location of delivery. Individual deliveries to departments or organizations are not permitted.

Agencies and organizations receiving smoke alarms must agree to:

- Provide the smoke alarms to recipients without charge for either the alarm or for installation;
- Install alarms in residential households (excluding rental properties) that do not already have adequate smoke alarm coverage (as defined by NFPA standards);
- 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 and have recipients sign an installation report form and liability waiver (sample forms attached), and provide copies of completed installation report forms to VDFP on a regular basis;
- Report 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;

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 project will receive the following benefits:

- 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 each applicant will receive will be based on availability of alarms, applicant's needs as described in the application, and applicant's ability to implement the project.
- 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.
- Simplified reporting methods.

General Information for Applicants

The following general rules apply to this project:

- 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/organization.
- VDFP will deliver smoke alarms and educational materials to a designated location in each of the seven geographic division of VDFP. Individuals with completed application will be notified of the delivery date and location in order to pick-up the materials. Individual deliveries to departments or organizations are not permitted.
- 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 calling the USFA Publications Center at (800) 561-3356 or from the web at www.usfa.fema.gov
- The smoke alarm installation project is funded by VDFP and VFSB for FY06, so no funding for future grants of smoke alarms beyond the current project year is promised or guaranteed. While agencies that receive smoke alarms may re-submit applications for additional years, the primary goal of the project will be to provide smoke alarms to as many communities as resources allow. Grantee recipients are cautioned to avoid creating plans for an on-going local program dependent upon continuing support from this project.
- 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/organization 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.

Application Form and Requests for Additional Information

The application form for the smoke alarm installation program is attached. Instructions for completing it can be found on the following pages. Please type your application, or print legibly. If you would like to receive a copy of the application in Microsoft Word format, it may be downloaded from the VDFP web site www.vafire.com . 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 Mark Buff at mark.buff@vdfp.virginia.gov or call (804) 371-0220.

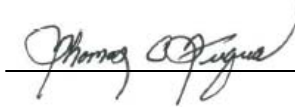
Return completed forms to the address below.

Virginia Department of Fire Programs
Attn.: Smoke Alarm Installation Project
1005 Technology Park Drive
Glen Allen, VA 23059

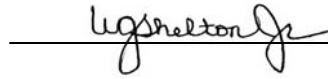
Applications may also be faxed to (804) 371-3444. If you fax your application, please call (804) 371-0220 after doing so to insure that it has been received. All approved applicants will be notified once selections have been made.

Certification

We the undersigned Chairman of the Virginia Fire Services Board and the Executive Director of the Virginia Department of Fire Programs jointly adopt the guidelines as such effective this 2nd day of December 2006.



Thomas Fuqua
Chairman
Virginia Fire Services Board



W.G. Shelton Jr.
Executive Director
Virginia Department of Fire Programs