Assistance to Firefighters Grant Program (AFG)

2013 Fire Prevention & Safety Grants

Self-Evaluation Sheet

Fire Prevention & Safety Activity

This Self Evaluation Sheet has been developed to help you understand the criteria that you must address in your Narrative Statement when applying for the Fire Prevention & Safety (FP&S) Grants. After you determine who is at risk in your community, utilizing either a formal or an informal risk assessment, you will describe how you plan to decrease the risk by providing specific information in your grant application. The Peer Reviewers will look at all the criteria in the Narrative Statement and assess the degree your proposal best describes your community risks and the requirements you have listed that will reduce those risks.

1. Vulnerability Statement

The applicant should use the information acquired through an informal or formal risk assessment to summarize the vulnerability (risk) that the project will address. The statement should include the characteristics of the area or jurisdiction, and a description of steps taken to determine vulnerability and target audience. Fire risk, established through the risk assessment and local statistics, are essential in the development of an effective project goal, as well as meeting FEMA requirements.

- Does the applicant clearly summarize the vulnerability the project will address?
- Does the applicant describe the steps taken to determine the vulnerability and how the target population was identified?
- Does the applicant include statistics that support their project and target audience?

Below are the same scoring dimensions that the Peer Reviewers will use to rate your application. Using the criteria below, rate your own application and assess how the Peer Reviewers might rate your application.

Strongly Agree: The applicant provides sound reasoning and a detailed description of the steps taken to determine the vulnerability and target population.

Agree: The applicant describes the steps taken to determine vulnerability and provides some rationale for the choice of target population.

Neither Agree nor Disagree: The applicant's vulnerability statement is average, only briefly mentioning the steps taken to determine the vulnerability, and includes little reasoning for the choice of target population.

Disagree: The applicant provides little detail about the steps taken to determine vulnerability and target population.

Strongly Disagree: The applicant presents no detail about the steps taken to determine the vulnerability, or no rationale for the choice of target population.

2. Implementation Plan

The applicant should list their goals and objectives in their "Implementation Plan." Each project should provide details about methods and specific steps used to achieve the proposed goals and objectives. This plan should include examples of marketing and outreach efforts to promote the project, the manner in which the materials or deliverables (e.g., classes, original print work, DVDs, presentations, inspections) will be distributed or produced, and who will be assigned to complete each task. Requests for props (e.g., trailers, puppets, equipment) should include specific goals, measurement results, and frequency of use.

- Does the applicant have an implementation plan that clearly describes the project's goals and objectives, and discusses the methods and steps used to achieve those goals and objectives?
- Does the applicant give details on marketing efforts or discuss who will deliver their project (e.g., partnerships)?
- Does the applicant explain project milestones or how the materials or deliverables will be distributed?

Below are the same scoring dimensions that the Peer Reviewers will use to rate your application. Using the criteria below, rate your own application and assess how the Peer Reviewers might rate your application.

Strongly Agree: The applicant provides a detailed implementation plan describing the project goals and objectives, including specific methods and steps for accomplishing those goals and objectives.

Agree: The applicant discusses an implementation plan that describes the project goals and objectives, and includes the methods and steps to achieve those goals and objectives.

Neither Agree nor Disagree: The applicant's implementation plan is average, with only a brief mention of the goals and objectives, as well as the methods and steps taken to achieve those goals and objectives.

Disagree: The applicant describes an implementation plan with little detail regarding the goals and objectives and/or the methods and steps taken to accomplishment them.

Strongly Disagree: The applicant does not discuss an implementation plan.

3. Evaluation Plan

Each project(s) should contain an evaluation plan that describes how the applicant will measure the effectiveness of their project in reaching the goals and objectives they have identified. Applicants seeking to carry out awareness and educational projects, for example, should identify how they intend to determine that there has been an increase in knowledge about fire hazards. Applicants should show how they will measure a change in the safety behaviors of the audience. They should select an assessment tool that will measure the knowledge gained by the recipients of their project. The assessment tool may include surveys or documented observations.

- Does the applicant provide a project evaluation plan that identifies measurable goals and determines the effectiveness of the project?
- Does the evaluation plan discuss the methodology for measuring the success of the project, how the information will be gathered, and how the outcome is directly related to the proposed project?

Below are the same scoring dimensions that the Peer Reviewers will use to rate your application. Using the criteria below, rate your own application and assess how the Peer Reviewers might rate your application.

Strongly Agree: The applicant provides a detailed evaluation plan that identifies the goals, includes an in-depth explanation of how the project's effectiveness and success will be measured, and explains the specific steps that will be taken and/or the tools that will be used to determine the increase in knowledge and/or behavioral changes.

Agree: The applicant's evaluation discusses how the project's goals will be identified and the effectiveness of the project. Success will be measured by specific steps and tools used to determine the increase in knowledge and/or behavioral changes.

Neither Agree nor Disagree: The applicant's evaluation plan is average, briefly mentioning how the goals will be identified and how the project's effectiveness and success will be measured. The evaluation plan includes what steps will be taken and/or the tools used to determine the increase in knowledge and/or behavioral changes.

Disagree: The applicant mentions an evaluation plan, but provides little or no detail regarding how the goals will be identified and/or how the project's effectiveness and success will be measured. The evaluation plan provides little or no detail of the steps that will be taken or the tools that will be used to determine the increase in knowledge and/or behavioral changes.

Strongly Disagree: The applicant does not mention an evaluation plan or how the project's effectiveness will be measured.

4. Cost Benefit

These criteria should describe the project's "bang for the buck." Projects will be evaluated on the applicant's demonstration of how their community will benefit from funds requested, and how they will maximize the level of funding that goes directly towards the delivery of the project. The costs associated with the project must also be reasonable for the intended target audience. Applicants must provide justification for costs in order to make it clear for Panel Reviewers.

- Does the applicant demonstrate a high benefit for the cost incurred and maximize the level of funding going directly into the delivery of the project?
- Are the costs reasonable for the target population that will be reached?
- Does the applicant provide justification for the budget items relating to the cost of the project?

Below are the same scoring dimensions that the Peer Reviewers will use to rate your application. Using the criteria below, rate your own application and assess how the Peer Reviewers might rate your application.

Strongly Agree: The applicant provides a significant benefit to the target population when compared to the funds requested, keeping the costs of project delivery low.

Agree: The applicant provides a reasonable benefit to the target population when compared to the funds requested, and the costs of project delivery are low.

Neither Agree nor Disagree: The applicant provides only some benefit to the target population when compared to the funds requested, and the costs of project delivery might be consistent with the benefits provided, but details are lacking.

Disagree: The applicant provides only a marginal benefit to the target population when compared to the funds requested, and/or the costs of project delivery are too high, not fully explained, or not discussed.

Strongly Disagree: The applicant provides a low benefit to the target population when compared to the funds requested, and the costs of project delivery are not discussed or are very high.

5. Sustainability

Each project will also be evaluated to determine whether the overall activity will be continued after the grant performance period is over, and whether the project has a greater potential for long-term benefits. Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, and/or the demonstrated long-term commitment of the applicant.

- Does the applicant explain in great detail their commitment to sustain the project beyond the grant performance period?
- Does the applicant describe the project's potential for long-term benefits including details on how this goal would be accomplished?

Below are the same scoring dimensions that the Peer Reviewers will use to rate your application. Using the criteria below, rate your own application and assess how the Peer Reviewers might rate your application.

Strongly Agree: The applicant makes a commitment to sustain the project well beyond the period of performance, indicating the completed project will have long-term benefits and explaining in detail how both elements will be accomplished.

Agree: The applicant makes a commitment to sustain the project beyond the period of performance, indicates that the completed project will have long-term benefits, and discusses how both elements will be accomplished.

Neither Agree nor Disagree: The applicant commits to sustaining the project beyond the period of performance and providing long-term benefits, but provides little information on how that will be accomplished.

Disagree: The applicant indicates the project will be sustained beyond the period of performance and that there will be long-term benefits, but provides little to no information on how either will be accomplished.

Strongly Disagree: The applicant does not indicate the project will be sustained beyond the period of performance or that there will be any long-term benefits.

6. Financial Need

Applicants should explain why this fire prevention project(s) cannot be delivered without federal funds. Applicants should provide details on the need for financial assistance to carry out the proposed project(s). Included in the description might be other unsuccessful attempts to acquire financial assistance or specific examples of the applicant's operational budget.

- Does the applicant explain in great detail why they are unable to fund the project without federal assistance, and provide a clear description of how the critical functions of the organization are affected?
- Does the applicant describe their efforts to secure funding from other sources, provide details on their operating budget, and/or discuss how similar projects are funded?

Below are the same scoring dimensions that the Peer Reviewers will use to rate your application. Using the criteria below, rate your own application and assess how the Peer Reviewers might rate your application.

Strongly Agree: The applicant documents a critical need for financial assistance in great detail, including a clear description of how significant functions of the organization are affected. The applicant provides detailed information on their operating budget and efforts to receive funding from other sources, and discusses how similar projects are funded.

Agree: The applicant documents a critical need for financial assistance, describes how critical functions of the organization are affected, provides some information on their operating budget, includes information on efforts to receive funding from other sources, and discusses how similar projects are funded.

Neither Agree nor Disagree: The applicant briefly discusses their need for financial assistance, but provides only some detail on operating budget costs, efforts to receive other funding, and how critical organizational functions are affected.

Disagree: The applicant provides some documentation of the need for financial assistance, but provides little or no detail on budget costs, additional funding, and/or how critical functions of the organization are affected.

Strongly Disagree: The applicant provides no documentation of the need for financial assistance and no detail of how critical functions of the organization are affected.