

Assistance to Firefighters Grant Program (AFG)



2014 SAFER

Self-Evaluation Sheet

Hiring Applications

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 Staffing for Adequate Fire and Emergency Response (SAFER) Grant. The Peer Reviewers will review all the criteria in your Narrative Statement and assess the degree to which your proposal best describes your fire department and community risks, the requirements you have listed that will reduce those risks, and how your project(s) align with the SAFER Grant priorities.

(1) Project Description

Using the information provided within the Project Description portion of the Narrative Statement, as well as the general questions and activity-specific questions within the entire application package, Peer Reviewers will assess the degree to which the proposal addresses the need for positions being requested within the grant application. In order to receive the highest rating, the Narrative Statement should clearly discuss all of the following points:

- Why are these positions needed within the department?
- How will the requested positions be used within the department (e.g., fourth on engine, open a new station, eliminate browned out stations, reduce overtime [provide additional details as to how this will occur], etc.)?
- What are the specific benefits these positions will provide for the department and community?
- How will the grant enhance the department's ability to protect critical infrastructure?

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 your application might be rated by the Peer Reviewers.

Option: Strongly Agree

Definition/Standard: The applicant clearly explains why the positions are needed in the fire department. There is a clear explanation of how the positions will be used, as well as the specific benefits they would provide to the community and fire department. The applicant provides a clear description of how these positions would enhance the department's ability to protect critical infrastructure. I have a clear understanding of the project description.

Option: Agree

Definition/Standard: The applicant adequately explains why the positions are needed. There is an adequate explanation of how the positions would be used, and the specific benefits they would provide for the community and fire department are well described. The applicant provides adequate information on how these positions would enhance the department's ability to protect critical infrastructure. I have an understanding of most elements of the project description but a greater level of detail on some aspects would have been helpful.

Option: Neither Agree nor Disagree

Definition/Standard: The applicant provides some explanation on why the positions are needed, but details and justification are lacking. There is some explanation of how the positions would be used, as well as the benefits they would provide for the community and fire department. The applicant provides some information on how these positions would enhance the department's ability to protect critical infrastructure, but again lacks the levels of details needed. The project description was moderately described, but more detail on most of the elements would have been helpful.

Option: Disagree

Definition/Standard: The applicant provides minimal detail and explanation on why the positions are needed. There is minimal explanation on how the positions would be used and the benefits they would provide to the community and fire department. There is minimal explanation on how these positions would enhance the department's ability to protect critical infrastructure. I don't have a clear understanding of why the positions are needed and the benefits that would be seen through the addition or restoration of these positions.

Option: Strongly Disagree

Definition/Standard: The applicant provides no detail and explanation on why the positions are needed. There is no detail on how the positions would be used or benefits they would provide to the fire department and the community. There is no indication that the positions would enhance the department's ability to protect critical infrastructure. I do not understand what the project proposes to accomplish.

(2) Impact on Daily Operations

Using the information provided within the Impact on Daily Operations portion of the Narrative Statement, as well as the general questions and activity-specific questions within the entire application package, Peer Reviewers will assess the degree to which the proposal addresses the impact on the daily operations and how the grant will enhance the department's ability to operate safely to save lives and property. In order to receive the highest rating, the Narrative Statement should clearly discuss all of the following points:

- How are the community and current firefighters at risk without the requested positions?
- How will the risk(s) be reduced if awarded?
- What impact will the requested positions have on the department's NFPA compliance?

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 your application might be rated by the Peer Reviewers.

Option: Strongly Agree

Definition/Standard: The applicant clearly explains the risk(s) to the community and current firefighters, and clearly describes how those risks would be greatly reduced if the grant is awarded. The applicant provides detailed information on how these positions will impact their NFPA compliance. I have a clear understanding of the risks that will be reduced, both to the current firefighters and the community through the addition or restoration of these positions.

Option: Agree

Definition/Standard: The applicant provides an adequate explanation of the risks to the community and current firefighters, as well as adequate information on how those risks would be reduced if the grant is awarded. The applicant provides adequate information on the impact these positions would have on their NFPA compliance. I have a clear understanding of the risks to the current firefighters and community but a greater level of detail on some aspects would have been helpful.

Option: Neither Agree nor Disagree

Definition/Standard: The applicant provides some explanation of the risks to the community and current firefighters, and

provides some information on how those risks would be reduced if the grant is awarded. The applicant provides some information to show what impact these positions could have on their NFPA compliance, but has not included details needed to confirm this. I believe there is some indication that the addition or restoration of these positions is linked to the reduction of risk, both to the community and current firefighters, but more details on most elements would have been helpful.

Option: Disagree

Definition/Standard: The applicant provides minimal information of the risks to the community and current firefighters, and the extent on how the risks would be reduced if awarded the grant is unclear. The applicant provides minimal information on the impact these positions would have on their NFPA compliance. Without any additional detail, I believe there is little indication that the addition or restoration of these positions is linked to the reduction of risk, both to firefighters and the community.

Option: Strongly Disagree

Definition/Standard: The applicant provides no details on risks to the community and current firefighters, nor is there information on the impact these positions would have on their NFPA compliance. I do not believe that the addition or restoration of these positions is linked to the reduction of risk.

(3) Financial Need

Using the information provided within the Financial Need portion of the Narrative Statement, as well as the general questions and activity-specific questions within the entire application package, Peer Reviewers will assess the degree to which the fire department needs federal financial assistance. In order to receive the highest rating, the Narrative Statement should clearly discuss all of the following points:

- What are the specific details of the department's operational budget? Was a breakdown of their budget included?
- Why is the department unable to address their financial needs without federal assistance?
- What other actions has the department taken to meet their staffing needs (e.g., state assistance programs, other grant programs, etc.)?

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 your application might be rated by the Peer Reviewers.

Option: Strongly Agree

Definition/Standard: The applicant clearly identifies and articulates the department's operational budget. The applicant provides clear justification on why federal assistance is needed as well as a detailed breakdown of their budget. It is absolutely clear that the applicant has done everything in their power to find other resources to address their needs and has no ability to fund this project with existing funds. The financial need described by the applicant is beyond the applicant's control; therefore, I believe their request shows a dire need for federal assistance.

Option: Agree

Definition/Standard: The applicant adequately identifies and articulates the department's operational budget. The applicant provides adequate justification on why federal assistance is needed, as well as a breakdown of their budget. The applicant explains some attempts to find additional resources and adequately demonstrates that they cannot fund the project with existing funds. The financial need of the applicant is explained with adequate detail; therefore, I understand the applicant's current budget and believe there is a need for federal assistance but a greater level of detail on some aspects would have been helpful.

Option: Neither Agree nor Disagree

Definition/Standard: The applicant provides some information on the department's operational budget, but details and justification on why federal assistance is needed are lacking. The applicant briefly discusses their attempts to find additional

resources and somewhat demonstrates that they cannot fund the project with existing funds. The applicant briefly explains their financial need; however, I am unsure of the applicant's current budget and needs, and do not believe there is an urgent need for financial assistance. More detail on most elements would have been helpful.

Option: Disagree

Definition/Standard: The applicant provides minimal detail on the department's operational budget and their need for federal assistance. There is minimal explanation on their attempts to find additional resources or why they cannot fund the project with existing funds. There is minimal information to understand the applicant's financial need; therefore, I believe there is no apparent need for financial assistance.

Option: Strongly Disagree

Definition/Standard: The applicant provides no detail on the department's operational budget or their need for federal assistance. There is no explanation on their attempts to find additional resources or why they cannot fund the project with existing funds. There is no detail for the reviewer to understand the extent of the department's financial situation or budget; therefore, I am unable to determine a financial need.

(4) Cost Benefit

Using the information provided within the Cost Benefit portion of the Narrative Statement, as well as the general questions and activity-specific questions with the entire application package, Peer Reviewers will assess the degree to which the proposal addresses the operations and personnel safety needs of the applicant in an economic and efficient manner. In order to receive the highest rating, the Narrative Statement should clearly discuss the following points:

- What benefits (e.g., anticipated savings and/or efficiencies) will the department and community realize if awarded?

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 your application might be rated by the Peer Reviewers.

Option: Strongly Agree

Definition/Standard: The applicant provides a clear explanation of the benefits the department and community expect to achieve. I believe the benefits are well explained and likely to be achieved.

Option: Agree

Definition/Standard: The applicant provides an adequate explanation of the benefits the department and community expect to achieve. I believe the benefits are described and may be achieved, though a greater level of detail would have been helpful.

Option: Neither Agree nor Disagree

Definition/Standard: The applicant provides some explanation of the benefits the department and community expect to achieve. I believe the benefits have not been thought out and I am unsure if benefits will be achieved; more detail would have been helpful.

Option: Disagree

Definition/Standard: There is minimal detail on the benefits the department and community expect to achieve. I am unable to determine if benefits would be achieved.

Option: Strongly Disagree

Definition/Standard: There is no detail on the benefits the department and community expect to achieve. Because there is insufficient information, I do not understand what the project proposes to accomplish and it is doubtful the benefits would be achieved.