

Assistance to Firefighters Grant Program (AFG)



2015 SAFER

Self-Evaluation Sheet

*Recruitment and Retention Application
Fire Departments*

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 to 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, the Peer Reviewers will assess the degree to which the proposal addresses your need for the recruitment of new volunteer firefighters and/or retention of current firefighters. In order to receive a higher rating, the Narrative Statement should clearly discuss all of the points below.

- What problems and/or issues is the department experiencing in recruiting new volunteer firefighters? What are the problems and/or issues the department is experiencing in retaining current members?
- What is the department's implementation plan to directly address the problems and/or issues discussed above? What are the methods and specific steps that will be used to achieve the plan?
- How will the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters impact the department's operational needs or capabilities?
- What are the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters provide to the fire department(s) and community?
- If the grant has a regional impact, which activities are part of the regional request and which activities are exclusive to the host applicant?

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 recruitment and/or retention problems or issues identified by the department. There is a clear explanation of the department's implementation plan to address the identified problems or issues, as well as details on the methods and steps that will be taken to achieve the plan. The applicant provides a clear description of the impact the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will have on the department's operational needs or capabilities. The specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide to the fire department and community are clearly described. If applicable, the applicant

clearly discusses which activities are part of the regional request and which activities are exclusive to the host applicant. I have a clear understanding of the project description.

Option: Agree

Definition/Standard: The applicant adequately explains the recruitment and/or retention problems or issues identified by the department. There is an adequate explanation of the department's implementation plan to address the identified problems or issues, as well as details on the methods and steps that will be taken to achieve the plan. The applicant provides adequate information on the impact the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will have on the department's operational needs or capabilities. There is an adequate description of the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide to the fire department and community. If applicable, the applicant discusses which activities are part of the regional request and which activities are exclusive to the host applicant. 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 the recruitment and/or retention problems or issues identified by the department, but details are lacking. There is some explanation of the department's implementation plan to address the identified problems or issues, as well as some description of the details on the methods and steps that will be taken to achieve the plan. The applicant provides some information on the impact the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will have on the department's operational needs or capabilities, but again the information lacks the level of details needed. There is some discussion on the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide to the fire department and community. If applicable, the applicant somewhat discusses which activities are part of the regional request and which activities are exclusive to the host applicant. 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 the recruitment and/or retention problems or issues identified by the department. There is minimal explanation on the department's implementation plan to address the identified problems or issues, as well as the methods and steps that will be taken to achieve the plan. There is minimal explanation on impact the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will have on the department's operational needs or capabilities. There is minimal discussion on the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide to the fire department and community. If applicable, the applicant provided minimal details on which activities are part of the regional request and which activities are exclusive to the host applicant. I do not have a clear understanding of the recruitment and/or retention problems or issues the department is experiencing, or how this grant would address their needs.

Option: Strongly Disagree

Definition/Standard: The applicant provides no details or explanation of their recruitment and/or retention problems or issues. There is no detail on the department's implementation plan or the methods and steps that will be taken to achieve the plan. There is no indication that there will be an impact on the department's operational needs or capabilities with this application. There is no discussion on the benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide to the fire department and community. If applicable, the applicant provided no details as to which activities are part of the regional request and which activities are exclusive to the host applicant. 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, the Peer Reviewers will assess the

degree to which the proposal addresses your daily operations and enhances the department's ability to operate safely to save lives and property. In order to receive a higher rating, the Narrative Statement should clearly discuss all of the points below.

- How are the community and current volunteer firefighters in the department at risk without the items or activities requested? How will the risk will be reduced if awarded?
- How often does the department currently comply with the applicable NFPA 1710 or NFPA 1720 standards? What impact will the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters have on the department's NFPA compliance, 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 clearly explains the risk(s) to the community and current volunteer firefighters without the item or activities requested, and clearly describes how those risks would be greatly reduced if awarded. The applicant provides detailed information on how often the department currently complies with the applicable NFPA 1710 or NFPA 1720 standards and the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on their NFPA compliance. I have a clear understanding of the risks that will be reduced, both to the current volunteer firefighters and the community, through the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters.

Option: Agree

Definition/Standard: The applicant provides an adequate explanation of the risks to the community and current volunteer firefighters without the item or activities requested, as well as adequate information on how those risks would be reduced if awarded. The applicant provides adequate information on how often the department currently complies with the applicable NFPA 1710 or NFPA 1720 standards and the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters would have on their NFPA compliance. I have a clear understanding of the risks to the current volunteer 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 volunteer firefighters without the item or activities requested, as well as some information on how those risks would be reduced if awarded. The applicant provides some information on how often the department currently complies with the applicable NFPA 1710 or NFPA 1720 standards and the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters would have on their NFPA compliance, but has not included the level of detail needed to confirm this. I believe there is some indication that recruiting new volunteer firefighters and/or retaining current volunteers firefighters is linked to the reduction of risk, both to the community and current volunteer 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 volunteer firefighters without the item or activities awarded, and the description is unclear as to the extent to which those risks would be reduced if awarded. The applicant provides minimal information on how often the department complies with the applicable NFPA 1710 or NFPA 1720 standards and the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters would have on their NFPA compliance. Without any additional detail, I believe there is little indication that recruiting new volunteer firefighters and/or retaining current volunteers firefighters is linked to the reduction of risk, both to current firefighters and the community.

Option: Strongly Disagree

Definition/Standard: The applicant provides no details on risks to the community and current volunteer firefighters without the item or activities awarded, nor is there any information on how often the department complies with the applicable NFPA 1710 or NFPA 1720 standards and the impact the recruitment of new volunteer firefighters and/ or the retention of current firefighters would have on their NFPA compliance. I do not believe recruiting new volunteer firefighters and/or retaining current volunteer firefighters 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, the Peer Reviewers will assess the degree to which the fire department needs federal financial assistance. In order to receive a higher rating, the Narrative Statement should clearly discuss all of the points below.

- Provide additional details of the department's operating budget, including a high-level income versus expenses breakdown of the annual budget.
- What are the department's budget shortfalls and why is the department unable to address the financial needs without federal assistance? What other actions has the department taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs, etc.)? How have similar projects been funded in the past?
- How are the critical functions of the department affected without this funding?

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, including an income versus expenses breakdown of their annual budget. The applicant describes their budget shortfalls and provides clear justification on why federal assistance is needed. The applicant explains how similar projects have been funded in the past. It is absolutely clear that the applicant has done everything in their power to obtain funding from other sources to address their needs and has no ability to fund this project with existing funds. The financial need and budget's shortfalls described by the applicant are beyond the applicant's control, and it is clear that the critical functions of the department will be affected without this funding; 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. Including an income versus expenses breakdown of their annual budget. The applicant provides an adequate description of their budget shortfalls and justification on why federal assistance is needed. The applicant explains some attempts to obtain funding from other sources to address their needs and adequately demonstrates that they cannot fund the project with existing funds. The financial need and budget shortfalls of the applicant are explained with adequate detail and it is clear that most of the critical functions of the department will be affected without this funding; 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, including an income versus expenses breakdown of their annual budget, but details and justification on their budget shortfalls and why federal assistance is needed are lacking. The applicant briefly discusses their attempts to obtain funding from other sources and somewhat demonstrates that they cannot fund the project with existing funds. The applicant briefly explains their financial need and budget shortfalls and it appears that some of the critical functions of the department may be affected without this

funding; 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 a minimal income versus expenses breakdown of their annual budget. There is minimal description of their budget shortfalls and their need for federal assistance. There is minimal explanation on their attempts to obtain funding from other sources or why they cannot fund the project with existing funds. There is minimal information provided to understand the applicant's financial need or if any of the critical functions of the department will be affected without this funding; 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 and no income versus expenses breakdown of their annual budget. There is no detail on their budget shortfalls and their need for federal assistance. There is no explanation on their attempts to obtain funding from other sources 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 or impact on the critical functions of the department; 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, the Peer Reviewers will assess the degree to which the proposal addresses the operations and personnel safety needs of the fire department in an economic and efficient manner. In order to receive a higher rating, the Narrative Statement should clearly discuss the points below.

- 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.