

# Assistance to Firefighters Grant Program (AFGP)



## 2016 SAFER

### Self-Evaluation Sheet

*Recruitment and Retention of Volunteer Firefighters Activity Applications*

*National, State, Local, or Tribal Volunteer Firefighters Interest Organizations*

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 organization 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 the 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 are the problems and/or issues the fire departments, who the organization will be reaching with this grant, are experiencing in recruiting new volunteer firefighters? What problems and/or issues are the same fire departments experiencing in retaining members?
- What is the organization'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 operational needs or capabilities of the departments participating in this application?
- What are the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide to the fire departments participating in the application and their respective communities?
- What are the organizations procurement practices and timelines outlining the chronological steps to complete the activities requested in the application?

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 fire departments participating in this application. There is a clear explanation of the organization'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 participating fire 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 departments and their respective communities are clearly described. Procurement practices and timelines outlining the chronological steps to complete the activities have also been clearly described. 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 fire departments participating in this application. There is an adequate explanation of the organization's implementation plan to address the identified problems or issues, as well as an adequate description of 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 participating fire 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 departments and their respective communities. Procurement practices and timelines outlining the chronological steps to complete the activities are adequately described. 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 fire departments participating in this application, but details are lacking. There is some explanation of the organization'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. 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 participating fire department's operational needs or capabilities, but lacks the level of detail 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 departments and their respective communities. Procurement practices and timelines outlining the chronological steps to complete the activities are somewhat described. 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 fire departments participating in this application. There is minimal explanation on the organization'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 the impact the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will have on the participating fire 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 departments and their respective communities. Procurement practices and timelines outlining the chronological steps to complete the activities are minimally described. I do not have a clear understanding of the recruitment and/or retention problems or issues the fire departments are experiencing, or how this grant would address their needs.

**Option: Strongly Disagree**

**Definition/Standard:** The applicant provides no details or explanation of the recruitment and/or retention problems or issues identified by the fire departments participating in this application. There is no detail on the organization'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 participating fire department's operational needs or capabilities. There is no discussion on the specific benefits the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will provide to the fire departments and their respective communities. Procurement practices and timelines outlining the chronological steps to complete the activities are not included. 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 the daily operations of the fire departments participating in this application and enhances their 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 fire departments participating in this application, their current volunteer firefighters and communities at risk without the items or activities requested? How will the risk will be reduced if awarded?
- What impact will the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters have on the NFPA compliance of the fire departments participating in this application, 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 fire departments participating in this application, including their communities and current volunteer firefighters, without the item or activities requested. The applicant clearly describes how those risks would be greatly reduced if awarded. The applicant provides detailed information on how the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will impact the NFPA compliance of the participating fire departments. I have a clear understanding of the risks that will be reduced, to the fire departments and both their current volunteer firefighters and communities, 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 fire departments participating in this application, including their communities and current volunteer firefighters, without the item or activities requested. The application shows adequate information on how those risks would be reduced if awarded. The applicant provides adequate information on how the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will impact the NFPA compliance of the participating fire departments. I have a clear understanding of the risks to the fire departments and to both their current volunteer firefighters and communities, 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 fire departments, including their communities and current volunteer firefighters, without the items or activities requested. The application provides some information on how those risks would be reduced if awarded. The applicant provides some information to show the impact that the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters would have on the NFPA compliance of the participating fire departments, 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 to the fire departments and both their communities 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 fire departments, including their communities and current volunteer firefighters, without the items or activities requested. It is unclear how the risks would be reduced if awarded. The applicant provides minimal information on the impact that the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters would have on the NFPA compliance of the participating fire departments.

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 to the fire department and both their current firefighters and the communities.

**Option: Strongly Disagree**

**Definition/Standard:** The applicant provides no details on risks to the community and current volunteer firefighters without the items or activities requested, nor is there any information on the impact that the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters would have on the NFPA compliance of the participating fire departments. I do not believe recruiting new volunteer firefighters and/or retaining current volunteer firefighters is linked to the reduction of risk to the fire department and both their current firefighters and the communities.

### **(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 organization needs federal financial assistance. In order to receive a higher rating, the Narrative Statement should clearly discuss all of the points below.

- Please provide details of the organization's operating budget, including a high-level income versus expenses breakdown of the annual budget. What are the organization's budget shortfalls and why is the organization unable to address the financial needs without federal assistance? What other actions has the organization taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs, etc.)?
- How are the critical functions of the organization 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 organization'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 shortfalls described by the applicant are beyond the applicant's control and it is clear that critical functions of the organization 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 organization's operational budget, including an income versus expenses breakdown of their annual budget. The applicant describes their budget shortfalls and provides adequate justification on why federal assistance is needed. The applicant explains some attempts to obtain funding from other sources and adequately demonstrates that they cannot fund the project with existing funds. The financial need and budget shortfalls of the applicant are explained with sufficient detail and it is adequately demonstrated that the critical functions of the organization 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 organization's operational budget and some details of an income versus expenses breakdown of their annual budget. Their justification on why federal assistance is needed is 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, but

I am unsure how the critical functions of the organization will be affected without this funding. I am unsure of the applicant's current budget and needs, and I am unsure if 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 organization's operational budget, including a limited income versus expenses breakdown of their annual budget. There is minimal detail on 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 to understand the applicant's financial need or determine if critical functions of the organization 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 organization's operational budget or an income versus expenses breakdown of their annual budget. There is no detail on their need for federal assistance. There is no explanation on their attempts to obtain funding from other sources or why they cannot fund the project with existing funds. There is no detail for the reviewer to understand the extent of the organization's financial situation or budget, or to determine if critical functions of the organization will be affected without this funding; 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 departments participating in the application 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 fire departments, and their communities, participating this application 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 fire departments and their communities participating in this application 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 fire departments and their communities participating in this application expect to achieve. I believe the benefits are adequately 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 fire departments and their communities expect to achieve. I believe the benefits have not been clearly defined 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 fire departments and their communities 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 fire departments and their communities 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.

