

# Assistance to Firefighters Grant Program (AFGP)



FY 2018 SAFER Grant Program

Self-Evaluation Sheet

**Hiring of Firefighters Activity 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 Program. The Peer Reviewers will evaluate the Narrative Statement using the criteria below 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. The peer review panel score represents **50 percent** of the total application score. Therefore, please ensure that your narrative clearly addressed each of the following evaluation criteria elements with detailed but concise information. Provide only the information being requested for each element; if you provided information pertaining to the narrative elements elsewhere in the application, you must still include the details in the narrative. Failure to provide all requested information may result in a lower score or the application not being funded.

Using the criteria below, rate your own application and assess how your application might be rated by the Peer Reviewers.

## **(1) Project Description**

In order to receive the highest rating related to Project Description, you must clearly discuss all of the following points:

- Why does the department need the positions requested in this application?
- How will the positions requested in this application be used within the department (e.g. fourth firefighter on engine, open a new station, eliminate browned out stations, reduce overtime).
- What specific benefits will the requested positions provide to the fire department and community?
- Describe how funds awarded through this grant would enhance the department's ability to protect critical infrastructure within the primary response area.

### **Option: Strongly Agree**

**Definition/Standard:** The applicant clearly explains why the department needs the positions requested in the application. 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 department needs the positions requested in the application. There is an adequate explanation of how the positions would be used, and the specific benefits they would provide to the community and fire department. 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 department needs the positions requested in the application, 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 to the community and fire department, but it is not absolutely clear. The applicant provides some information on how these positions would enhance the department's ability to protect critical infrastructure, but the information lacks the level of detail needed. The project description is 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 department needs the positions requested in the application. There is minimal explanation of 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 realized through the addition of these positions; I am unclear as to what the project intends to accomplish.

### **Option: Strongly Disagree**

**Definition/Standard:** The applicant provides no detail and explanation on why the department needs the positions requested in the application. There is no explanation of how the positions would be used or the 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**

In order to receive the highest rating related to the Impact on Daily Operations, you must clearly discuss all of the following points:

- Explain how the community and the current firefighters employed by the department are at risk without the positions requested in this application.
- How will that risk will be reduced if awarded?

### **Option: Strongly Agree**

**Definition/Standard:** The applicant clearly explains the risk(s) to the community and current firefighters without the positions requested in the application, and clearly describes how those risks would be greatly reduced if the grant is awarded. I have a clear understanding of the risks that will be reduced, both to the current firefighters and the community, through the addition of these positions.

### **Option: Agree**

**Definition/Standard:** The applicant provides an adequate explanation of the risks to the community and current firefighters without the positions requested in the application, as well as adequate information on how those risks would be reduced if the grant is awarded. 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 without the positions requested in the application, and provides some information on how those risks would be reduced if the grant is awarded. I believe there is some indication that the addition 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 without the positions requested in the application. The extent to which the risks would be reduced if the grant was awarded is unclear. Without any additional detail, I believe there is little indication that the addition 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 without the positions requested in the application, nor is there any information on how the risk will be reduced. I do not believe that the addition of these positions is linked to the reduction of risk, both to the firefighters and the community.

### **(3) Financial Need**

In order to receive the highest rating related to the Financial Need of the department, you must clearly discuss all of the following points:

- Provide an income versus expenses breakdown of the current annual budget.
- Describe the department's budget shortfalls and inability to address financial needs without federal assistance.
- What other actions has the department taken to obtain funding elsewhere (e.g. state assistance programs, other grant programs)?
- Discuss how the critical functions of the department are affected without this funding.

### **Option: Strongly Agree**

**Definition/Standard:** The applicant clearly identifies and articulates an income versus expenses breakdown of their current annual budget. The applicant clearly describes their budget shortfalls and provides clear justification on why federal assistance is needed. 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 the applicant describes is beyond the applicant's control and it is clear that 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 an income versus expenses breakdown of their current annual budget. The applicant provides adequate justification on why federal assistance is needed. The applicant describes 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 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 a limited income versus expenses breakdown of their current annual budget but details and justification on 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, but details are not included. The applicant briefly explains their financial need; therefore, 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 related to an income versus expenses breakdown of their current annual budget and justification of their need for federal assistance is lacking. 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; therefore, I believe there is no apparent need for financial assistance.

**Option: Strongly Disagree**

**Definition/Standard:** The applicant does not provide details related to an income versus expenses breakdown of their current annual budget. There is no justification of 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 department's financial situation or budget; therefore, I am unable to determine a financial need.

**(4) Cost Benefit**

In order to receive the highest rating related to the Cost Benefit, you must clearly discuss the following point:

- Describe the benefits (e.g., quantifying the anticipated savings and/or efficiencies) the department and community will realize if awarded the positions requested in this application.

**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 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 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.