

# Assistance to Firefighters Grant Program (AFGP)



FY 2018 SAFER Grant Program

Self-Evaluation Sheet

**Recruitment and Retention of Volunteer  
Firefighter Activity Applications**

**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 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 **70 percent** of the total application score. Therefore, please ensure that your narrative clearly addresses each of the following evaluation criteria elements with detailed but concise information. Provide only the information being requested for each element; if you provide 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 points below.

- Describe the problems and issues the department is experiencing in recruiting new volunteer firefighters.
- What are the problems and issues the department is experiencing in retaining current members?
- Describe the implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues.
- Describe the current marketing plan already in place, or the marketing program to be put in place with grant funds.
- Describe how the program will be evaluated for its impact on identified recruitment and retention problems and issues. How will the overall effectiveness of the grant will be measured?
- Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire department(s) and community.
- If the grant has a regional impact, discuss how the regional partners will benefit and activities from which they will benefit.

### **Option: Strongly Agree**

**Definition/Standard:** The applicant clearly explains the recruitment problems or issues identified by the department. The applicant clearly identifies and explains the retention problems or issues. There is a clear explanation of the department's implementation plan as well as clear details on the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues. The applicant clearly describes the current marketing plan already in place, or the marketing program to be put in place. The applicant provides

a clear description on how they will evaluate and measure the overall effectiveness of the grant program for its impact on identified recruitment and retention problems and issues. The applicant clearly describes 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 clearly discusses how the regional partners will benefit and from which activities they will benefit. I have a clear understanding of the project description.

### **Option: Agree**

**Definition/Standard:** The applicant adequately explains the recruitment problems or issues identified by the department. The applicant adequately identifies and explains the retention problems or issues. There is an adequate explanation of the department's implementation plan as well as adequate details on the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues. The applicant adequately describes the current marketing plan already in place, or the marketing program to be put in place. The applicant provides adequate information on how they will evaluate and measure the overall effectiveness of the grant program for its impact on identified recruitment and retention problems and issues. 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 how the regional partners will benefit and from which activities they will benefit. 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 problems or issues identified by the department, but details are lacking. The applicant provides some explanation on the identified retention problems or issues, but again, details are lacking. There is some explanation of the department's implementation plan to address the identified problems or issues as well as some details on the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues. The applicant somewhat describes the current marketing plan already in place, or the marketing program to be put in place. The applicant provides some information on how they will evaluate and measure the overall effectiveness of the grant program for its impact on identified recruitment and retention problems and issues, 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 how the regional partners will benefit and from which activities they will benefit. 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 the recruitment problems or issues identified by the department. The applicant provides minimal detail and explanation on the retention problems or issues identified by the department. There is minimal explanation on the department's implementation plan as well as minimal details on the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues. Minimal details are also provided on the current marketing plan already in place, or the marketing program to be put in place. There is minimal explanation on how they will evaluate and measure the overall effectiveness of the grant program for its impact on identified recruitment and retention problems and issues. 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 provides minimal details on how the regional partners will benefit and from which activities they will benefit. 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 goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues. The applicant does not provide information on the current marketing plan already in place, or the marketing program to be put in place. There is no indication that they will evaluate and measure the overall effectiveness of the grant program for its impact on identified recruitment and retention problems and issues. 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 provides no details as to how the regional partners will benefit and activities from which they will benefit. 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 points below.

- Describe how the community and current volunteer firefighters in the department are at risk without the items or activities requested in this application.
- How will the risk will be reduced if awarded?
- Explain the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters have on the department's NFPA compliance.

### 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. They clearly describe how those risks would be reduced if awarded. The applicant provides clear, detailed information on 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. They provide adequate information on how those risks would be reduced if awarded. The applicant provides adequate information on the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters would have on their NFPA compliance. I have an 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. They provided some information on how those risks would be reduced if awarded. The applicant provides some information on 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. The description is unclear as to the extent to which those risks would be reduced if awarded. The applicant provides minimal information on 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 the risk would be reduced. There is no information on 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**

In order to receive the highest rating regarding Financial Need, the Narrative Statement must clearly discuss all of the points below.

- Provide an income versus expenses breakdown of the department's current annual budget.
- Describe the department's budget shortfalls and its 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, etc.)? How have similar projects been funded in the past?
- Discuss how the critical functions of the department are affected without this funding.

#### **Option: Strongly Agree**

**Definition/Standard:** The applicant clearly identifies and articulates income versus expenses breakdown of their annual budget. The applicant clearly 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 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 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; therefore, 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 details on an 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 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 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, budget, or impact on the critical functions of the department; therefore, I am unable to determine a financial need.

#### **(4) Cost Benefit**

In order to receive the highest rating on Cost Benefit, the Narrative Statement must clearly discuss the point below.

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

#### **Option: Strongly Agree**

**Definition/Standard:** The applicant provides a clear and quantifiable 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 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 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.