

Assistance to Firefighters Grant Program (AFG)



2012 SAFER Self-Evaluation Sheet Recruitment and Retention Application

(1) Why Firefighters Are Needed (Project Description)

Using the information provided within the Project Description portion of the Narrative 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 volunteer firefighters and/or retention of current firefighters. In order to receive a higher rating, the Narrative should clearly discuss all of the points below. Be sure that details are sufficient for the reviewer to understand fully how the firefighters will be used and that there is evidence the benefits will be achieved.

- How will your department use the grant funds?
- How will the recruitment and/or retention of volunteer firefighters impact your identified operational or organizational capabilities?
- What is the specific benefit these firefighters will provide for the department and community?
- What recruitment and retention problem has the department identified and how will this project address those identified needs?
- What is your recruitment and/or retention plan?
- If requesting grant funding as part of a regional request, what organizations will benefit from this request?
- If applicable, which activities are part of the regional request and which are exclusive to the host?

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 provides detailed justification on how the grant funds will be used. There is a thorough explanation of how the firefighters will impact their operational or organizational capabilities. The applicant provides detailed information on the specific benefits these firefighters will provide to the community and fire department. The current recruitment and retention problems are well-identified, and a thorough description of how this project will address those problems is provided. Specific information is provided on the department's plan for recruitment and retention. If part of a regional request, detailed information is included about which activities are exclusive to the host applicant and which activities are part of the regional request, as well as a list of benefitting organizations. The reviewer believes the needs are critical and the benefits are very likely to be achieved.

Option: Agree

Definition/Standard: The applicant identifies and provides justification on how the grant funds will be used. There is a sufficient explanation of how the firefighters will impact their operational or organizational capabilities. The applicant provides detailed information on the specific benefits these firefighters will provide to the community and fire department. The current recruitment and retention issues are identified, as well as an acceptable description of how this project will address those issues. Adequate information is provided about the department's plan for recruitment and retention. If part of a regional request, information is provided about which activities are exclusive to the host applicant and which are part of a regional request, as well as a list of benefitting organizations. The reviewer believes the needs are real and the benefits may be achieved.

Option: Neither Agree nor Disagree

Definition/Standard: The applicant provides some explanation on how the grant funds will be used, but details and justification are lacking. There is some explanation of how firefighters will impact their operational or organizational capabilities. The applicant provides information on the specific benefit these firefighters will provide to the community and fire department. The applicant provides some information on current recruitment and retention problems, as well as plans for the future, but again lacks the level of details needed. There is minimal information, if required, about which activities are part of a regional request and which are limited to the host applicant, as well as a list of benefitting organizations. The reviewer believes the needs do not seem urgent and is doubtful the benefits will be achieved.

Option: Disagree

Definition/Standard: The application provides very little detail and explanation on how the grant funds will be used. There is an insignificant detail of how firefighters will impact their operational or organizational capabilities and the specific benefits the firefighters will provide to the community and fire department. The applicant provides little to no information on recruitment and retention plans, as well as how this project addresses current problems. There is little information, if required, on what activities are part of a regional request and which are exclusive to host applicant, as well as a list of benefitting organizations. The reviewer believes there is no apparent need and is unable to determine if the benefits will be achieved.

Option: Strongly Disagree

Definition/Standard: The applicant provides no detail on how grant funds will be used. There is no information on how firefighters will impact their operational or organizational capabilities, or the benefits they will provide to the fire department and the community. The applicant provides no information on current issues or future plans for recruitment and retention, and, if required, no information on regional requests. The reviewer does not understand what the project proposes to accomplish.

(2) Risk to Firefighters and Community (Impact on Daily Operations)

Using the information provided within the Impact on Daily Operations portion of the Narrative 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 should clearly discuss all of the points below. Be sure that the details are sufficient for the reviewer to assess to what extent the risk to firefighters and the community will be reduced if the applicant is awarded.

- How are the community (or geographical areas of concern) and current firefighters at risk without the requested firefighters?
- What extent will the risk(s) be reduced 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 identifies the significant risk(s) to the fire department and community, and thoroughly explains how those risks would be greatly reduced if the grant is awarded. The reviewer believes there is a strong indication that the addition of firefighters is directly linked to the reduction of risk, both to firefighters and the community.

Option: Agree

Definition/Standard: The applicant provides a sufficient explanation of current risks to the fire department and community, and provides pertinent information on how those risks would be reduced if the grant is awarded. The reviewer believes there is an indication that the addition of firefighters is linked to the reduction of risk, both to firefighters and the community.

Option: Neither Agree nor Disagree

Definition/Standard: The applicant provides some explanation of the risks to the fire department and community, and discusses how those risks would be reduced if the grant is awarded. The reviewer believes there is some indication that the addition of firefighters is linked to the reduction of risk, both to firefighters and the community.

Option: Disagree

Definition/Standard: The applicant provides little information of the risks to the fire department and community, and the extent on how the risks would be reduced if awarded the grant is unclear. The reviewer believes there is little indication that the addition of firefighters is linked to the reduction of risk, both to firefighters and the community.

Option: Strongly Disagree

Definition/Standard: The applicant provides no details on current risks to the fire department and community. The reviewer does not believe that the addition of firefighters is linked to the reduction of risk.

(3) Financial Need

Using the information provided within the Financial Need portion of the Narrative 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 or fire department needs federal financial assistance. In order to receive a higher rating, the Narrative should clearly discuss all of the points below. Be sure that the details are sufficient for the reviewer to understand your need.

- What are the specifics of your organization's or department's organizational budget?
- Why is your department unable to address the needs without federal assistance?
- What other actions has your department taken to meet the staffing needs?

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 fully articulates their organizational budget and provides detailed justification on why federal assistance is needed. 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, the reviewer believes their request shows a dire need for federal assistance.

Option: Agree

Definition/Standard: The applicant identifies and articulates their organizational budget and provides justification on why federal assistance is needed. The applicant explains some attempts to find additional resources and somewhat demonstrates that they cannot fund the project with existing funds. The financial need of the applicant is explained with some detail; therefore, the reviewer understands the applicant's current budget and believes there is a need for federal assistance.

Option: Neither Agree nor Disagree

Definition/Standard: The applicant provides some information on their organizational 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, the reviewer is unsure of the applicant's current budget and need, and does not believe there is an urgent need for financial assistance.

Option: Disagree

Definition/Standard: The application provides very little detail on their organizational budget and the need for federal assistance. There is little or no explanation on their attempts to find additional resources or why they cannot fund the project with exciting funds. There is little information to understand the applicant's financial need; therefore, the reviewer believes there is no apparent need for financial assistance.

Option: Strongly Disagree

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

(4) Cost Benefit

Using the information provided within the Cost Benefit portion of the Narrative 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 applicant in an economic and efficient manner. In order to receive a higher rating, the Narrative should clearly discuss the points below. Be sure that details are sufficient for the reviewer to understand fully how the proposal maximizes the grant funding to achieve maximum benefits.

- What benefits (e.g., anticipated savings and/or efficiencies) will your department and/or community realize if the project is funded?
- Is there a high benefit for the costs incurred?
- Are costs reasonable?
- Provide cost justification for the budget items being requested.

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 thorough explanation of the benefits the applicant expects to achieve in all aspects of the program and clearly explains and provides justification of budgeted items. The benefits of the project are reasonable and very advantageous when compared to those costs. The reviewer believes the plan is well thought out, and the benefits are very likely to be achieved.

Option: Agree

Definition/Standard: The applicant provides sufficient explanation of the benefits the applicant expects to achieve and provides adequate information and justification on attainable, budgeted items. The benefits of the project are explained and seem to be beneficial when compared to costs. The reviewer believes the benefits have been thought out and may be achieved.

Option: Neither Agree nor Disagree

Definition/Standard: The applicant provides a brief explanation of the benefits the applicant expects to achieve and provides information and justification on budgeted items. The benefits of the project may be reasonable and beneficial when compared to costs, but applicant has not described the levels of details need to confirm this. The reviewer believes the needs do not seem urgent and is doubtful the benefits will be achieved.

Option: Disagree

Definition/Standard: The applicant provides an insignificant explanation of the benefits the applicant expects to achieve and information and justification on budgeted items. The benefits of the project are unreasonable or unclear. The reviewer believes there is no apparent need and is unable to determine if the benefits will be achieved.

Option: Strongly Disagree

Definition/Standard: There is little to no detail on the benefits or budget items of this proposal. The reviewer does not understand what the project proposes to accomplish and is unable to determine if benefits would be achieved.

