



# FEMA

## 2013 SAFER Self-Evaluation Sheet

### Recruitment and Retention Application - National, State, Local, or Tribal Volunteer Firefighters Interest Organizations

#### (1) Why Firefighters Are Needed (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 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. 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 organization use the grant funds?
- How will the recruitment of new volunteer firefighters or retention of current volunteer firefighters impact the target audience's (e.g., departments participating in this application) identified operational needs or capabilities?
- What is the specific benefit these firefighters will provide for the target audience and their respective communities?
- What recruitment or retention problems or issues have been identified by the target audience (e.g., departments participating in this application) and how will the requested activities address those needs?
- What is the specific goal of your recruitment and retention plan and how will it be implemented?

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 thorough justification on how the grant funds will be used. There is a thorough explanation of how the recruitment of new volunteer firefighters or the retention of current volunteer firefighters will impact the target audience's operational needs or capabilities. The applicant provides thorough information on the specific benefits these firefighters will provide to the target audience and their respective communities. The current recruitment and retention problems or issues are well-identified, and a thorough description of how this project will address those needs is provided. Thorough and specific information is provided on the goal of the target audience's recruitment and retention plan and thorough information is provided on how it will be implemented. 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 adequate justification on how the grant funds will be used. There is an adequate explanation of how the recruitment of new volunteer firefighters or the retention of current volunteer firefighters will impact the target audience's operational needs or capabilities. The applicant provides adequate information on the specific benefits these firefighters will provide to the target audience and their respective communities. The current recruitment and retention problems or issues are identified, and an adequate description of how this project will address those needs is provided. Adequate information is provided on the goal of the target audience's recruitment and retention plan and adequate information is provided on how it will be implemented. 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 the recruitment of new volunteer firefighters or the retention of current volunteer firefighters will impact the target audience's operational needs or capabilities. The applicant provides some information on the specific benefit these firefighters will provide to the target audience and their respective communities. The applicant provides some information on current recruitment and retention problems or issues and how this project will address those needs, but lacks the level of details needed. Some information is provided on the goal of the target audience's recruitment and retention plan, as well as how it will be implemented. The reviewer believes the needs do not seem urgent and is doubtful the benefits will be achieved.

### Option: Disagree

**Definition/Standard:** The application provides minimal details and explanation on how the grant funds will be used. There is minimal explanation on how the recruitment of new volunteer firefighters or the retention of current volunteer firefighters will impact the target audience's operational needs or capabilities. The applicant provides minimal information on the specific benefit these firefighters will provide to the target audience and their respective communities. The applicant provides minimal information on current recruitment and retention problems or issues and how this project would address those needs. 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 explanation of how the recruitment of new volunteer firefighters or the retention of current volunteer firefighters will impact the target audience's operational needs or capabilities. The applicant provides no information on the benefit these firefighters would provide to the target audience and their respective communities or how the current recruitment and retention problems or issues would be addressed. 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 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 target audience'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. 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 is the target audience (e.g., the entire region and/or all fire departments participating in this application), and their 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 thoroughly identifies how the target audience and their current firefighters are at risk, 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 target audience.

### **Option: Agree**

**Definition/Standard:** The applicant provides an adequate explanation on how the target audience and current firefighters are at risk, and provides adequate 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 target audience.

### **Option: Neither Agree nor Disagree**

**Definition/Standard:** The applicant provides some explanation of the risks to the target audience and current firefighters, and provides some information on 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 target audience, but details are lacking.

### **Option: Disagree**

**Definition/Standard:** The applicant provides minimal information of the risks to the target audience and current firefighters, 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 target audience.

### **Option: Strongly Disagree**

**Definition/Standard:** The applicant provides little to no details on current risks to the target audience and current firefighters and to what extent the risks would be reduced if awarded the grant. 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 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 or fire department needs federal financial assistance. In order to receive a higher rating, the Narrative Statement 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 organizational budget?
- Why is your organization unable to address the needs without federal assistance?
- What other actions has your organization 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 thoroughly identifies and articulates their organizational budget and provides a thorough 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 adequately identifies and articulates their organizational budget and provides adequate justification on why federal assistance is needed. The applicant explains some attempts to find additional resources and demonstrates that they cannot fund the project with existing funds. The financial need of the applicant is explained with adequate 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 detail 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 explains their financial need, but briefly. 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 minimal detail on their organizational budget and the need for federal assistance. There is minimal explanation on their attempts to find additional resources or why they cannot fund the project with existing funds. There is minimal 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 their organizational budget or their need for federal assistance. There is no explanation on their attempts to find additional 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; 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 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 applicant in an economic and efficient manner. In order to receive a higher rating, the Narrative Statement 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 the organization and/or target audience (e.g., the fire departments participating in this application) experience if the project is funded?
- Is there a high benefit for the costs incurred?
- Are the 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 thoroughly 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 adequate 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 some explanation of the benefits the applicant expects to achieve, and provides some 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 details needed 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 minimal explanation of the benefits the applicant expects to achieve, and minimal information and justification on budgeted items is provided. 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 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.