

Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

FY 2019 SAFER Grant Program Self-Evaluation Sheet

Recruitment and Retention of Volunteer Firefighter Activity

National, State, Local, or federally recognized Tribal Volunteer Firefighters Interest Organizations Applications

This Self-Evaluation Sheet has been developed to help potential applicants of the Staffing for Adequate Fire and Emergency Response (SAFER) grant program in understanding the criteria that must be addressed within the Narrative Statement sections of the FY 2019 SAFER grant program application. After the application is submitted, the peer reviewers will evaluate Narrative Statements using the criteria below to assess the degree to which proposals best describe the organization and community risks, how the requests for funding included will address those risks, and how the proposed project(s) align with SAFER grant program priorities. The peer review panel score represents **70 percent** of the total application score. Therefore, applicants must ensure that all narrative statements clearly address each of the below evaluation criteria elements with detailed but concise information. Applicants should only provide the information being requested for each element; if information pertaining to the narrative elements has been provided elsewhere in the application, applicants must still include the requested details in each respective narrative section. A failure to provide all requested information may result in a lower score, or the application may not be funded.

Using the criteria below, applicants may rate their own application and assess how the application may be rated by the Peer Reviewers.

(1) Project Description

In order to receive the highest rating related to Project Description, applicants must clearly address the following points:

- Describe the problems and issues the fire departments that the organization will be reaching with this grant are experiencing in recruiting new volunteer firefighters.
- What are the problems and issues the same departments are experiencing in retaining current members?
- Describe the organization's 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 the identified recruitment and retention problems and issues of the fire departments participating in this grant. Describe how 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 to the fire departments participating in this application and their respective communities.
- Describe the organization's procurement practices and the timelines outlining the chronological steps to complete the activities requested in the application.

Option: Strongly Agree

Definition/Standard: The applicant clearly explains the recruitment and/or retention problems and issues identified by the fire departments participating in this application. There is a clear explanation of the organization'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 that is already in place or the marketing program to be put in place. The applicant provides a clear description on how they will evaluate the overall effectiveness of the grant program for its impact on identified recruitment and retention problems and issues. 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 and issues identified by the fire departments participating in this application. There is an adequate explanation of the organization'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 that is already in place or the marketing program to be put in place. The applicant provides adequate information on how they will evaluate 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 departments and their respective communities. Procurement practices and timelines outlining the chronological steps to complete the activities are adequately described. I understand 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 of the recruitment and/or retention problems and issues identified by the fire departments participating in this application but some details are lacking. There is some explanation of the organization's implementation plan as well as the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues. They somewhat describe the current marketing plan that is already in place or the marketing program to be put in place. The applicant provides some information on how they will evaluate the overall effectiveness of the grant program for its impact on identified recruitment and retention problems and issues. 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 of the recruitment and/or retention problems or issues identified by the fire departments participating in this application.. There is minimal explanation of the organization'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 that is already in place, or the marketing program to be put in place. There is minimal explanation of how they will evaluate the overall effectiveness of the grant program for its impact on identified recruitment and retention problems and issues. There is minimal discussion 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 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 goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues. No details were provided 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 the overall effectiveness of the grant program for its impact on identified recruitment and retention problems and issues. There is no discussion of 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

In order to receive the highest rating regarding Impact on Daily Operations, applicants must clearly address the following points:

- Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested.
- How will the risk will be reduced if awarded?
- Describe the impact that the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the NFPA compliance of the fire departments participating in this application.

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 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 understand the risks to the fire departments and 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 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 but has not included sufficient detail to confirm this. I believe there is some indication that recruiting new volunteer firefighters and/or retaining current volunteer firefighters is linked to the reduction of risk to the fire departments and 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 about 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 volunteer firefighters is linked to the reduction of risk to the fire department and their current firefighters and the communities.

Option: Strongly Disagree

Definition/Standard: The applicant provides no details on the 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 departments participating in this application and their communities.

(3) Financial Need

In order to receive the highest rating related to Financial Need, applicants must clearly address the following points:

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

Option: Strongly Agree

Definition/Standard: The applicant clearly identifies and articulates an 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 provides clear details on how critical functions of their organization are affected without federal funds. The applicant provides clear information on other actions they have taken to obtain funding from other sources and clearly explains how similar projects have been funded in the past. It is clear that the financial needs described by the applicant are beyond the applicant's control and 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 adequately describes their budget shortfalls and provides adequate justification on why federal assistance is needed. The applicant provides adequate details on how critical functions of their organization are affected without federal funds. The applicant explains some attempts to obtain funding from other sources and adequately explains how similar projects have been funded in the past. The financial needs of the applicant are explained with sufficient detail; 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. The applicant briefly explains their budget shortfalls but the reasons why federal assistance is needed is lacking. The applicant provides some details on how critical functions of their organization are affected without federal funds. The applicant briefly discusses their attempts to obtain funding from other sources and somewhat discuss how similar projects have been funded in the past. 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 detail on an income versus expenses breakdown of their annual budget. There is minimal detail on their budget shortfalls or the need for federal assistance. There is minimal information on how critical functions of their organization are affected without federal funds. There is minimal explanation on their attempts to obtain funding from other sources or how similar projects have been

funded in the past. There is minimal information 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 provides no detail on an income versus expenses breakdown of their annual budget. There is no detail on their budget shortfalls or need for federal assistance. There is no information on how critical functions of their organization are affected without federal funds. There is no explanation on their attempts to obtain funding from other sources or how similar projects have been funded in the past. There is no detail for the reviewer to understand the extent of the organization'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 Cost Benefit, applicants must clearly address the following points:

- Describe the benefits (e.g., quantifying the anticipated savings and/or efficiencies) the fire departments participating in this application and their communities 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 fire departments participating in this application and their communities 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 participating in this application and their communities 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.