

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

Fire Department Applications

This Self-Evaluation Sheet has been developed to assist 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 has been submitted, peer reviewers will evaluate Narrative Statements using the criteria below to assess the degree to which proposals best describe fire department and community risks, how the requests for funding included that will address those risks, and how the proposed project(s) aligns 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 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 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 which activities they will benefit from.

Option: Strongly Agree

Definition/Standard: The applicant clearly explains the recruitment and / or retention problems or issues identified by the department.. There is a clear explanation of the department's implementation plan as well as clear details on the goals, objectives, methods, specific steps, and the anticipated timeline 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 overall effectiveness of the grant program would be evaluated for impact on identified 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. The applicant has sufficiently described the proposed project and the benefit of the project to the fire department and community.

Option: Agree

Definition/Standard: The applicant sufficiently explains the recruitment and/or retention problems or issues identified by the department.. There is an adequate explanation of the department’s implementation plan as well as adequate details on the goals, objectives, methods, specific steps, and the anticipated timeline 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 the overall effectiveness of the grant program’s 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. The applicant has clearly described most elements of the proposed project, but a greater level of detail on some aspects would have been helpful to the reviewer.

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 of 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 the anticipated timeline 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 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 detail needed. The applicant somewhat addresses 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 to the reviewer.

Option: Disagree

Definition/Standard: The applicant provides minimal detail and explanation regarding the recruitment and/or retention problems or issues identified by the department. There is minimal explanation of the department’s implementation plan as well as minimal details on the goals, objectives, methods, specific steps, and the anticipated timeline 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 regarding how the overall effectiveness of the grant program will be evaluated 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. The applicant has not clearly addressed the recruitment and/or retention problems or issues the department is experiencing, or how SAFER grant funding would address needs of the department and community.

Option: Strongly Disagree

Definition/Standard: The applicant provides no details or explanation of the 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 the project will be evaluated 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. It is unclear what the project proposes to accomplish.

(2) Impact on Daily Operations

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

- 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 be reduced if awarded?
- Explain the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will 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. The applicant clearly describes how those risks would be reduced if awarded SAFER grant funding. 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 the department's NFPA compliance. The applicant has clearly addressed how 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. The applicant provides 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 the department's NFPA compliance. The applicant has adequately identified the risks to the current volunteer firefighters and community, but a greater level of detail on some aspects would have been helpful to the reviewer.

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. The applicant 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 a sufficient level of detail needed to confirm this. There is some indication that recruiting new volunteer firefighters and/or retaining current volunteer 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 to the reviewer.

Option: Disagree

Definition/Standard: The applicant provides minimal information about 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 the department's NFPA compliance. Without any additional detail, there is little indication that recruiting new volunteer firefighters and/or retaining current volunteer firefighters is linked to the reduction of risk, both to current firefighters and the community.

Option: Strongly Disagree

Definition/Standard: The applicant provides insufficient details regarding the 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 the department's NFPA compliance. The applicant has not sufficiently addressed how 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 related to Financial Need, applicants must clearly address the following points:

- 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 the annual budget. The applicant clearly describes the budget shortfalls and provides clear justification regarding why federal assistance is needed. The applicant sufficiently explains how similar projects have been funded in the past. It is absolutely clear that the applicant has done everything possible to obtain funding from other sources to address the identified needs but there is no ability to fund this project with existing funds. The financial need and budget 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, the applicant has sufficiently described 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 regarding why federal assistance is needed. The applicant explains some attempts to obtain funding from other sources to address the identified needs, and adequately demonstrates that the proposed project cannot be funded with existing funds. The applicant has explained the financial need and budget shortfalls with adequate detail and it is clear that most of the critical functions of the department will be affected without this funding; therefore, the applicant has provided a clear description of the current budget and adequately describes the need for federal financial assistance, but a greater level of detail on some aspects would have been helpful to the reviewer.

Option: Neither Agree nor Disagree

Definition/Standard: The applicant provides some information on an income versus expenses breakdown of the annual budget, but details and justification on the budget shortfalls and why federal financial assistance is needed are lacking. The applicant briefly discusses the attempts to obtain funding from other sources and somewhat demonstrates why the proposed project cannot be funded with existing funds. The applicant briefly explains the financial need and budget shortfalls and it appears that some of the critical functions of the department may be affected without this funding; however, applicant's current budget and needs are unclear; therefore, it is unclear if the proposed project presents a clear and urgent need for federal financial assistance. More detail on most elements would have been helpful to the reviewer.

Option: Disagree

Definition/Standard: The applicant provides minimal details on an income versus expenses breakdown of the annual budget. There is minimal description of the budget shortfalls and the need for federal financial assistance. There is minimal explanation on the attempts to obtain funding from other sources or why the proposed project cannot be funded with existing funds. There is minimal information provided to explain the stated financial need or if any of the critical functions of the department will be affected without SAFER grant funding; therefore, There is no apparent need for federal financial assistance.

Option: Strongly Disagree

Definition/Standard: The applicant provides no income versus expenses breakdown of the annual budget. There is no detail regarding the budget shortfalls and the need for federal financial assistance. There is no explanation regarding the attempts to obtain funding from other sources or why the proposed project cannot be funded with existing funds. The applicant has not sufficiently addressed the extent of the department's financial situation, budget, or impact on the critical functions of the department; therefore, financial need cannot be determined.

(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 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. The benefits are well explained and are likely to be achieved.

Option: Agree

Definition/Standard: The applicant provides an adequate explanation of the benefits the department and community expect to achieve. The benefits are adequately described and may be achieved, though a greater level of detail would have been helpful to the reviewer.

Option: Neither Agree nor Disagree

Definition/Standard: The applicant provides some explanation of the benefits the department and community expect to achieve. The benefits have not been clearly defined and it is unclear if the benefits will be achieved; more detail would have been helpful to the reviewer.

Option: Disagree

Definition/Standard: There is minimal detail regarding the benefits the department and community expect to achieve. It is unlikely the stated 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, the actual project proposed is unable to be determined, and it is highly unlikely the benefits would be achieved.