**FY2021 SAFER Application**

 **Fill in questions and Narratives Blank Template**

**Operating budget**

**\*Does your department have any rainy day reserves, emergency funds, or capital outlay?** **Y/N**

* Describe the planned purpose of this fund. (500 characters)

**\* Describe your financial need to include descriptions of the following (30 percent): (\*\**Scored section\*\**) *(4,000-character limit)***

## Provide an income versus expenses breakdown of the department’s current annual budget.

## Describe the department’s precise budget shortfalls and inability to address financial needs without federal assistance.

## Describe what other actions the department has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs).

## Discuss how the critical functions of the department are uniquely affected without this funding.

## Applicant and community trends

**\* Is your department facing a new risk, expanding service to a new area, or experiencing an increased call volume?**

* Please explain how your department is facing a new risk, expanding service to a new area, or experiencing an increased call volume. (***4,000-character limit)***

## Community description

**\* Please describe your organization and/or community that you serve. (*4,000-character limit)***

## Grant request details

## Program area: Hiring of firefighters

**\* Please provide details on the department's existing staffing model to include the number of shifts, number of positions per shift, chief level officer staffing per shift (i.e., Battalion Chief, District Chief, etc.), and contracted shift hours per week/pay period. If the contracted shift hours included FLSA overtime or Kelly Days, please be sure to include details. (*3000 characters limit)***

**\*Does your department utilize part-time paid firefighters?**  **Y/N**

* Please provide details on how the part-time firefighters are used within your department to include the number of part-time firefighters, the number of full-time, NFPA compliant positions these part-time firefighters occupy, if applicable, and how they are scheduled to meet your staffing needs. (*3000 characters limit)*

**\*Does your department utilize reserve/relief paid firefighters?** **Y/N**

* Please provide details on how the reserve/relief firefighters are used within your department to include the number of reserve/relief firefighters, the number of full-time, NFPA compliant positions these part-time firefighters occupy, if applicable, and how they are scheduled to meet your staffing needs. (*3000 characters limit)*

**\*Is it your department's intent to sustain the awarded positions after the completion of the period of performance?**

* Please provide a brief description on how the positions will be sustained. (*1,000 characters*)

**\* Describe the department's step-by-step hiring process (application period, written test, physical, approval) and the timeline for each step. (*2,000 characters*)**

**\* How long after award will the department be able to start a recruit class? (*1,000 characters*)**

**\* How often are your recruit classes held? (*1,000 characters*)**

**\*Does the department need governing body approval to accept and implement the award?** **Y/N**

* Provide details on the timeline needed to accept the grant award. (*1,000 characters*)

**\*Is your request for hiring firefighters based on a risk analysis, staffing needs analysis, or an Insurance Services Office (ISO) rating?** **Y/N**

* Describe how the analysis was conducted and the outcome of the analysis or ISO rating. (*1,000 characters*)

**\*Does your department currently have a policy in place to recruit and hire veterans**? **Y/N**

* Please provide a brief description of the policy in place.  (*1,000 characters*)

**Narrative Statements: (\*\*Scored Sections\*\*)**

**Project Description (30 %) (*2,500 characters max each question*):**

* Why does the department need the positions requested in this application?
* How will the positions requested in this application be used within the department (e.g., fourth firefighter on engine, open a new station, eliminate browned out stations, reduce overtime)?
* What unique and specific services will the requested positions provide to the fire department and community?
* How will funds awarded through this grant enhance the department’s ability to protect critical infrastructure within the primary response area?

**Impact on Daily Operations (30 percent):**

* How are the community and the current firefighters employed by the department at risk without the positions requested in this application? (2,500 characters)
* How will that risk be unequivocally reduced if awarded? (1,500 characters)

**Cost Benefit (10 percent) (*3,500 characters*):**

* Describe the unique and specific benefits (e.g., quantifying the anticipated savings and/or efficiencies) the department and community will realize if awarded the positions requested in this application.

**Additional Information (*Optional)* (*2,000 characters*)**

* If you have any additional information you would like to include about the department and/or this application in general, please provide below.