



# **SOMERSET REGIONAL VOLUNTEER FIRE DEPARTMENT**

**PO Box 121, Somerset, PA 15501**

**(814) 445-4343**

**sfd@somersetfire.com**

**STATION 601 & STATION 603**



**Somerset Regional Volunteer Fire Department**

## **Request for Proposals**

### **SAFER Grant Writing and Management**

The Somerset Regional Volunteer Fire Department is seeking proposals for individuals/companies to develop, write, and submit a grant application for the FEMA SAFER grant and to manage the grant if it is awarded.

Information regarding the FEMA SAFER project can be found here

<https://www.fema.gov/grants/preparedness/firefighters/safer>

To be considered, the Proposer must demonstrate 8 – 10 years' experience in writing and managing federal grants, experience working with public safety entities and knowledge of fire or emergency services.

### **Proposer Requirements:**

- Have a successful record in preparing and receiving federal grant awards.
- Experience managing all aspects of federally awarded grants.
- Understand federal reporting requirements and experience in writing and submitting reports, including financial reports and program narratives.
- Understand federal procurement.
- Be able to manage all aspects of the grant, if awarded, including day-to-day oversight, serve as a point person for all entities engaged, and manage accounting and financial responsibilities
- Be accessible to engage with grant participants and respond to inquiries on a timely basis.
- Coordinate meetings and outreach
- Develop programs in recruitment and retention.

### **Project Scope**

The selected proposer will be required to:

- Write and submit a SAFER grant application on behalf of S.R.V.F.D.
- Work with S.R.V.F.D. to finalize the scope of project, budget, goals and timeline.
- If awarded, act as grant administrator/project manager for the duration of the grant award. Including, but not limited to:



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- Drafting and submitting required reports (both narrative and fiscal)
- Handle accounting of the grant, collecting invoices and issuing payments
- Track progress of the grant and provide regular updates on progress towards goals and spending.
- Hold regular meetings of participating fire departments to provide updates, discuss challenges and adjust course when needed to ensure successful completion of the grant.

### **Proposal Requirements**

All proposals in response to this RFP shall include the following sections.

1. Overview: Provide an overview of the firm or individual
2. Project Scope: Narrative explaining how the firm or individual will approach the grant writing process and grant management.
3. Experience: Narrative explaining prior experience in grant writing, grant management and knowledge of public safety
4. Resumes of individuals who will staff the project.
5. Budget: Costs to provide both grant writing and grant administration
6. References: up to 3 references for services outlined in this RFP.

### **Selection Process**

The S.R.V.F.D. will evaluate proposals and select the firm using the following criteria:

1. Proposers' ability to provide services outlined in RFP.
2. The firm's qualifications, experience, and success in providing the services set forth in this RFP.
3. The quality and adequacy of the proposals, specifically, the firm's responsiveness to the requirements of the RFP.
4. The resumes of key personnel that will provide services.

**Submission Process** - Proposers must submit three (3) complete copies of the proposal in a sealed envelope marked "RFP for SAFER Grant". **Proposals must be submitted before May 20, 2026, to:**

**Somerset Regional VFD, PO Box 121, Somerset, PA 15501, or by email sfd@somersetfire.com**