

New England Association of Fire Chiefs

Request for Proposals

SAFER Grant Writing and Management

DEADLINE: December 10, 2024 at 12:00pm

The New England Association of Fire Chiefs (NEAFC) 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 and experience working with public safety entities and knowledge of fire or emergency services.

Proposer Requirements:

- Have a successful record in preparing and received 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 the RIAFC Foundation and other 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 the NEAFC
- Work with the NEAFC 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:

