



2017 Application Instructions- Capacity Building

Forest Restoration and Wildfire Risk Mitigation
Grant Program
Established by SB 17-050

Application Instructions:

All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted character space. Characters include letters, numbers, spaces and punctuation.

A. Application Information

In order to receive Forest Restoration and Wildfire Risk Mitigation Grant funds, the applicant or fiscal agent must be registered with the IRS and have a tax identification number. Fiscal agents often take responsibility for financial or other types of transactions for another entity. If the applicant organization will not be the direct fiscal agent for contracting purposes, please list the name of the desired fiscal agent. For the purposes of this grant application and the resulting grant agreement, a fiscal agent is a separate entity that agrees to assure that a project will use awarded grant funds to accomplish the ends described in the grant application and the resulting grant agreement.

Fiscal agents are eligible for grant awards on behalf of the applicant organization in any of the following circumstances:

1. The fiscal agent is identified at the time the grant application is submitted and is either the grant applicant or is clearly identified in the grant application as the fiscal agent for the grant applicant organization in the grant application.
2. When the fiscal agent is also eligible for a grant award.
3. The fiscal agent takes responsibility not just for financial matters related to the grant, but for all aspects of grant performance and monitoring, including: financial accounting, performance of the grant accomplishments, performance reporting and financial reporting.

Note: The fiscal agent must remain unchanged during the full period of the grant.

B. Eligibility

This section is intended to be a quick checklist of required elements for each application. If “No” is selected for any of the below items the application may be considered ineligible.

- Is the project area within the wildland-urban interface (WUI) of Colorado? Include a 1-page map showing the project area from the Colorado Wildfire Risk Assessment Portal (CO-WRAP) utilizing the risk layer (fire intensity scale). CO-WRAP may be accessed at <https://www.coloradowildfirerisk.com/>. Additional risk maps, such as a Community Wildfire Protection Plan (CWPP) map, may be included.
- Were county officials consulted for this project? Acceptable county officials may be county commissioners, representatives from the sheriff’s office or county wildfire coordinators. Attach a letter of support from a county official.
- Is there a formal commitment for matching funds? Matching funds must be confirmed; confirmation can be communicated through letters of support.

- Does the applicant agree to contracting requirements? Contracting requirements include reporting and monitoring requirements described in the Request for Applications.
- Capacity building activities are awarded separately from fuels & forest health projects through this grant program. Is this capacity building application associated with a separate fuels & forest health grant application? If the answer is yes, indicate whether the separate fuels & forest health project application is contingent upon funding of this capacity building project. In other words, if the capacity building application is not funded, would the fuels & forest health project application still be viable if funded?

C. Matching Contributions

This section is for matching share only. DO NOT show grant-requested funds in this table. All applications are required to demonstrate an ability to match at least 100 percent of requested grant funds for a minimum of a 1:1, or dollar-for-dollar, grant to match ratio. For example, if the total project budget is \$100,000 the minimum match would be \$50,000 and the grant funding request would be for \$50,000. All matching funds, but specifically in-kind match, must be clearly quantified and justified in the budget narrative section of the grant application. Applications will be disqualified if sufficient match is not identified.

Contributors: Please specify the name of each match contributor and the dollar amount of each contribution. Spell out all acronyms in the Budget Narrative.

Cash match (dollars): Cash match is defined as direct funds made available to the project applicant (or their fiscal agent) for use in achieving work through the proposed project. Cash match could include cash on hand, commitments from lending institutions, or contributions from landowners with a signed letter indicating their commitment.

In-kind match: In-kind match includes donated supplies, equipment, staff time or volunteer time/sweat equity directly related to the project. Donated time will be accounted for using current volunteer labor rates \$25.96/hour for 2017 grants.

D. Total Project Budget

This section should reflect the entire budget for the proposed project. The grant share column should reflect the state grant funds being requested in this application. The match columns should carry over information from Section C. *Matching Contributions* of the application. Please ensure that total budget numbers are calculated correctly. All listed expenses should be described in detail in Section E. *Budget Narrative*.

Equipment: Include anticipated expenses incurred on the direct purchase of equipment.

Anticipated project revenue: List anticipated revenues generated from the utilization of forest products or woody biomass. *These revenues will not be subtracted from the total proposed project budget or grant request, nor will they be considered toward the matching fund requirement.*

E. Budget Narrative

Describe the budget line items listed in Sections C. *Matching Contributions* and D. *Total Project Budget*. Describe assumptions used to determine anticipated project revenue, the intended use of generated revenue, and ability to

leverage grant funds with other funding sources. If you have received project bids or contract estimates from the wood utilization industry please include them in Section *H. Partners and Supporters*.

F. Brief Project Description

This section is intended to provide a highlight of the key project objectives as tied to priorities of the grant program. Describe the project, its objectives and anticipated outcomes as related to the grant purpose criteria and budget. Clearly describe how the project fits into the specific goals of the Colorado State Forest Action Plan* and specific Community Wildfire Protection Plan (CWPP) goals and objectives. Describe the timeline for the equipment purchase. **Please note that all projects funded in this cycle must be completed by April 20, 2021.**

* The Colorado State Forest Action Plan is a companion set of documents required by the 2008 Farm Bill to help guide where the CSFS directs resources to best focus forest management efforts and achieve desired future conditions, and is available at: <http://csfs.colostate.edu/forest-action-plan/>.

G. Capacity Building

Explain how the requested purchase of equipment will enhance local capacity to implement hazardous fuels reduction, slash disposal and related wildfire mitigation actions. Explain how the requested purchase(s) will be cared for and utilized beyond the life of the project for a period of at least five years. If possible, quantify the annual anticipated use.

H. Partners and Supporters

Specify coordination conversations with county officials, including names, dates and locations, and describe how an accredited Colorado Youth Conservation or Veteran Corps organization, if any, will be included in the project. Letters of support from relevant organizations are encouraged to be included as attachments along with formal commitments from financial institutions, landowners and/or industry.

Applicant Signature

Applications must be signed by the applicant and/or the fiscal agent. Signature indicates that the applicant/fiscal agent agrees that the contents of the application are accurate to the best of their knowledge. Signature also indicates a general agreement with CSFS requirements listed in the Request for Applications (RFA) and an agreement to the grant guidelines listed in the RFA and application instructions.