



## 2017 Application Instructions - Fuels & Forest Health Projects

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 Program 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 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.
- Has a specific plan for utilizing forest products/woody material generated by the project been developed?
- Has the applicant contacted any wood utilization businesses?
- 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. (See Section L. *Partners and Supporters*).

- Is there a formal commitment for matching funds? Matching funds must be confirmed; confirmation can be communicated through letters of support (see Section *L. Partners and Supporters*).
- 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 the fuels & forest health project application associated with a separate capacity building grant application? If the answer is yes, indicate whether the separate capacity building application is contingent upon funding of this fuels & forest health project. In other words, if the fuels & forest health project application is not funded, would the capacity building 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, 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 Section *E. Budget Narrative* 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 Section *E. 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, volunteer time/ sweat equity directly related to the project. Donated time should be accounted for using current volunteer labor rates of \$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*. Please ensure that total budget numbers are calculated correctly. All expenses should be described in detail in Section *E. Budget Narrative*.

Personnel/Labor: Include expenses directed toward staff time or labor, *except those being directed to contractual services*. Grant administration costs cannot be included as part of the grant share, but is considered a cash match. Sweat equity (such as homeowner or volunteer labor) cannot be included as part of the grant share or cash match, but is considered an in-kind match at the volunteer hourly rate of \$25.96 per individual.

Supplies/Materials: Include expenses for supplies or rental equipment used to complete project activities.

Contractual Services: Include expenses that will be contracted out to a third-party.

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 in detail the budget line items listed in Sections *C. Matching Contributions* and *D. Total Project Budget*.

Describe the role of each entity involved in project implementation, the known terms of contracts associated with the project, the nature of in-kind contributions, assumptions used to determine anticipated project revenue, intended use of generated revenue, and the applicant's 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 *L. Partners and Supporters*.

## **F. Project Summary**

This section is intended to provide the overall project description and key project objectives, with clear ties to priorities of the grant program.

- Provide the approximate number of homes and critical infrastructure elements directly affected by this project.
- Provide the total number of acres to be treated.
- Provide the estimated cost per acre for the proposed project. Cost per acre should be determined by dividing the total project budget from Section *D. Total Project Budget* (both the total grant share and match share combined) by the total number of acres proposed for treatment.
- Will the project involve an accredited Colorado Youth Conservation or Veterans Corps organization? Type yes or no. Include a description of organization involvement in sections *G. Project Objectives* and *L. Partners and Supporters*.
- Will the project result in protection of water supplies? Type yes or no. Sections *G. Project Objectives*, *H. Project Area Description*, and *I. Prescription and Scientific Foundation* should address how the project will protect water supplies in terms of water quality, water quantity and/or associated infrastructure. Include the proximity to water source(s) and/or infrastructure, the significance of water supply/infrastructure and impact to communities.

## **G. Project Objectives:**

Describe the project objectives, the role of key players 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 goals and objectives (if applicable). In the instance of the project being partially funded, is the project still viable with reduced outcomes (i.e., is the project scalable)?

\* 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/>.

## H. Project Area Description and Current Conditions:

Describe the project area and current conditions.

The project area description should include: legal description, forest type, land ownership breakdown (including acres) and the community in which the project will take place (including population, number of homes and structures and other values at risk). If the project relates to a utility, describe the utility service area, population served, and infrastructure and/or water supplies protected. Participating landowners or organizations must be confirmed prior to applying.

Discuss the current forest conditions such as species composition, tree density, health, etc. Address how the project reduces hazardous fuels and/or improves forest condition and to what extent.

Finally, attach a detailed and clear 1-page PDF map that indicates the treatment area, with location description.

## I. Project Prescription and Scientific Foundation:

Describe the project prescription and scientific foundation for the project; specifically the practice standards that will be applied to achieve the desired outcomes of the project. Descriptions should be detailed and measurable and may include; the distance fuels mitigation work will be conducted from homes and structures, target basal area for forest thinning, target fuel loading, target percentage for the reduction of continuous tree and shrub canopy cover, etc. The scientific foundation should be substantiated by a reliable and professional resource with proper interpretation and recognized as appropriate to the local conditions found on the project site. Resources include publications such as CSFS guidelines and/or research articles from relevant studies appropriate to Colorado (e.g., research on Front Range forests by the Colorado Forest Restoration Institute and/or the Front Range Fuels Treatment Partnership), management plans, and the expertise of CSFS foresters, consultants or other professionals. CSFS guidelines include Forestry Best Management Practices (BMPs), thinning standards, and guidelines on defensible space, fuels mastication, shaded fuelbreak development, etc., and can be found at <http://csfs.colostate.edu/csfspublications/>.

Please be aware that successful applicants may be required to submit a more detailed prescription prior to a grant award from the CSFS. **Also, please note that all projects funded in this cycle must be completed by April 20, 2021.**

## J. Strategic Value of Project

Explain the strategic nature of the project. Identify if the proposed project will take place adjacent to or in close proximity to other planned or previously treated forest areas on state, municipal, private or federal lands. Explain whether the project will be implemented across land-ownership boundaries; if it is within a priority area identified in a completed Community Wildfire Protection Plan or FEMA Hazard Mitigation Plan; and/or if it is part of a larger landscape-scale treatment effort. The project is not required to be adjacent lands treated or slated for treatment by the U.S. Forest Service or other federal entities. For information on U.S. Forest Service lands, see the "Supplemental Information" section of the Request for Applications.

## K. Forest Product Utilization

Describe the plan for utilizing forest products/woody material from the site. Name the specific product(s). Visit the Colorado Wood Utilization and Marketing (CoWood) webpage at <http://csfs.colostate.edu/cowood/> for further information on wood utilization. List the names and dates of communications with any businesses that have been

contacted regarding wood utilization. If any partnerships with industry are planned, please provide those details also. Consider attaching bids or contract estimates from industry in Section *L. Partners and Supporters*.

#### **L. Partners and Supporters**

Describe coordination that will occur with participating groups/organizations. Specify conversations with county officials, including names, dates and locations, and describe how accredited Colorado Youth Conservation or Veterans Corps, 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 the wood utilization industry.

#### **M. Maintenance Sustaining Project Longevity**

Outline long-term plans to maintain the improved landscape conditions achieved through implementation of the proposed project. Maintenance activities that do not use grant dollars are expected to occur after the project period to sustain the benefits of the treatments. Identify who will plan and provide the project maintenance services, how the maintenance work will be funded, what maintenance will be needed to sustain the long-term benefits and at what frequency maintenance will be necessary.

#### **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 contracting requirements listed in the Request for Applications (RFA) and an agreement to the grant guidelines listed in the RFA and application instructions.