



2019-2020 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 are encouraged to write clearly in complete sentences and to provide as much detail as needed for reviewers to understand all aspects of proposed projects in the allotted character space. Characters include letters, numbers, spaces and punctuation.

Note: Additional support materials beyond the allowable support letters, maps and contract bids will not be considered.

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.

Capacity building activities are awarded separately from fuels and 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?

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 will be considered ineligible.

- Is the project area within the wildland-urban interface (WUI) of Colorado? Include a **required** 1-page map showing the project area from the Colorado Wildfire Risk Assessment Portal (CO-WRAP) utilizing the wildfire risk layer. 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 and should be clearly labeled.
- In addition to the CO-WRAP map is a **required** detailed map of the treatment area(s) and location attached?
- Has a specific plan for utilizing forest products/woody material generated by the project been developed?
- Has the applicant contacted any wood utilization businesses or incorporated wood utilization as **required**? All applicants are required to reach out to wood utilization businesses unless the applicant is utilizing all woody materials. When the applicant utilizes all materials, the value and products should be clearly articulated in Sections *F. Total Project Budget*, *G. Budget Narrative* and *K. Forest Product Utilization* of the application.
- 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 **required** letter of support from a county official.
- Is there a formal commitment for matching funds? Matching funds 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.

C. Project Summary

This section is a summary of project details.

- Provide the estimated number of homes and critical infrastructure elements that will be affected by future projects utilizing the purchase(s) on an annual basis.
- Provide an estimated number of acres to be treated per year utilizing the purchase(s). Areas that are inoperable, inaccessible, or retained as untreated “reserves” should not be counted toward planned treated acres.
- Provide the estimated cost per acre for projects utilizing the purchase(s).
- Are the planned project(s) utilizing the purchase(s) identified through a community-based collaborative process such as a Community Wildfire Protection Plan (CWPP), Critical Watershed Wildfire Protection Plan or similar? If yes, please list the plan name(s).
- Will future projects utilizing purchase(s) involve an accredited Colorado Youth Conservation or Veterans Corps organization? Type yes or no. Include a description of organization involvement in sections *D. Project Objectives* and *L. Partners and Supporters*.
- Will future projects utilizing the purchase(s) result in protection of water supplies? Type yes or no. Sections *D. Project Objectives* and *H. Project Area Description and Current Conditions* should address how the project will protect water supplies such as 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.

D. Project Objectives:

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

Begin by clearly stating the project objective(s), followed by describing the specific role(s) 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).

* 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/>.

E. 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 Section *G. 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 *G. 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 \$26.78/hour for 2019.

F. 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 *E. Matching Contributions* of the application. Please ensure that total budget numbers are calculated correctly. All listed expenses should be described in detail in Section *G. Budget Narrative*.

Personnel/Labor: Include expenses directed toward staff time or labor. Grant administration activities such as compiling paperwork for reimbursements and reports 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 \$26.78 per individual.

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

Indirect Costs: Include a wide variety of items not specifically broken out in the budget known as facilities and administrative costs such as costs for utilities, telephone, copying, accounts payable, payroll, purchasing agent's time and routine administrative services. Indirect costs paid by the grant may not exceed 10% of the grant total. Additional indirect costs (beyond 10%) may be used as match but must be documented with an established rate.

Anticipated project revenue: List anticipated cost offsets or revenues generated from the utilization of forest products or woody biomass. Any revenue generated by the project must be explained clearly in the budget narrative and be factored into the grant request. For example, if the cost for treatment is \$3,000 per acre but utilization will decrease the cost to \$2,500 per acre; show the \$500 per acre as revenue, request funding based on the \$2,500 per acre and explain the reasoning in *Section G. Budget Narrative*.

G. Budget Narrative

Describe the budget line items listed in Sections *E. Matching Contributions* and *F. Total Project Budget*. Clearly explain how specific project costs were estimated. For example, equipment costs should be supported by bids, known costs from recent research, or other means. Per-hour labor rates should also be explained. Describe the role of each entity involved in purchase or in project implementation and the nature of in-kind contributions. Clearly explain the anticipated project revenue or cost-savings, how revenue is factored into the grant request and intended use of any revenue generated and how it will further the objectives of the program. For example, will the revenue allow more acres to be treated? Describe your ability to leverage grant funds with other funding sources. Please be as specific as possible when explaining how the funds will be allocated. Consider attaching bids or contract estimates from industry.

H. Project Area Description and Current Conditions

Describe the area(s) and current conditions of locations where projects utilizing the purchase(s) will take place. The project area description should include: legal description, forest type, land ownership breakdown (including acres) and the communities in which projects will take place including population, number of homes and structures, utilities and other values at risk. Project locations should be focused on specific areas and not too broad in scope. For example, county-wide descriptions and maps are too broad.

Discuss the general current forest conditions such as species composition, tree density, health, etc. Address how future projects utilizing purchase(s) will reduce hazardous fuels and/or improve forest condition and to what extent.

Attach a detailed and clear 1-page map that indicates specific planned treatment areas, with location descriptions. Maps should include a title, scale, north arrow, and legend and appropriate labels.

I. Capacity Building

Explain how the requested purchase of equipment will enhance local capacity to implement hazardous fuels reduction, slash disposal and related wildfire mitigation or restoration activities. Describe any related training and safety measures that will be taken to address safe utilization of purchase(s). If possible, quantify the annual anticipated use.

J. Strategic Value of Project

Explain the strategic nature of any planned projects that will utilize the purchase(s). Identify if the proposed projects 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 projects will be implemented across land-ownership boundaries, are within a priority area identified in a completed Community Wildfire Protection Plan or FEMA Hazard Mitigation Plan, and/or are part of a larger landscape-scale treatment effort. Explain how the proposed equipment purchase will serve as a catalyst for future forest management projects.

K. Forest Product Utilization

Describe plans for utilizing forest products/woody material from planned project sites. Name the specific product(s). Visit the Colorado Wood Utilization and Marketing (CoWood) webpage at <http://csfs.colostate.edu/cowood/> and/or the Colorado Timber Industry Association (CTIA) at <http://coloradotimber.org> 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.

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 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.

M. Timeline

Provide a timeline for the project including project beginning and end dates as well as project milestones with specific targets for completion. **All purchases funded in this cycle must be completed by June 1, 2023.**

N. Maintenance and Care of Purchases

Explain how the requested purchase(s) will be cared for and utilized beyond the life of the project. The expectation is that equipment will be used and maintained by the awardee for a minimum of five years following the grant. Clearly address who will maintain purchase(s), what will be done and how, when this will be accomplished and how often, etc.

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. To sign click on the space next to the signature line and follow the prompts to create a signature using an e-mail and password. Clicking "sign" at the end of the signature process will require the document to be saved.

Scoring Sheet

Attached at the end of these instructions.

FOREST RESTORATION AND WILDFIRE RISK MITIGATION GRANT PROGRAM

CAPACITY BUILDING SCORING SHEET

Final Score: _____ / 65

= _____ %

Applicant: _____

Application #: _____

Name of Project: _____

Reviewer: _____

Instructions for Reviewers: The scoring sheet tracks with the application. For each item, provide brief comments and a numerical score. When you have finished, please add up your final score in the upper right corner of this page.

1. Project Objectives
(Sections D)

Score: _____ /5 pts

Are the objectives of the project clearly defined and are outcomes related to the grant purpose criteria and budget? Does the project tie in to the Colorado Forest Action Plan? Does the project fit into the goals of a specific Community Wildfire Protection Plan (CWPP) or other similar collaborative plan?

2. Budget
(Sections E, F & G)

Score: _____ /10 pts

Review both the budget breakdown and the accompanying narrative. Are expenditures clear, and have utilization revenues been considered and explained? Do costs seem reasonable and/or justified for the proposed work? Does the budget provide effective leverage for other funds or in-kind contributions?

3. Project Area Description and Current Conditions

Score: _____/10 pts

(Sections H)

How well are potential project areas defined? Consider any maps included: CO-WRAP and project map(s). Do the maps align, and what risk zone are the projects located in? Are the projects likely to be effective in reducing risk to identified values?

4. Capacity Building

Score: _____/15 pts

(Section I)

Have the applicants been persuasive and provided details about long-term use of the equipment and enhancement of local capacity? Will it extend risk reduction into the future? Have training and safety measures in utilization of purchase(s) been addressed?

5. Strategic Value of Project

Score: _____/5 pts

(Section J)

Do planned projects tier to a county plan, watershed assessment or relevant CWPP? Are they adjacent or in close proximity to other planned or previously treated areas? Are federal treatment areas applicable? Will the projects achieve results at a meaningful scale?

6. Forest Product Utilization

Score: _____/5 pts

(Section K)

Do utilization plans appear to maximize the possibilities? Has the applicant corresponded with any wood products businesses? Are details provided?

7. Partners and Supporters

Score: _____/5 pts

(Section L)

Does the project maximize the use of partners and supporters? Review letters of support including those from the county level (required), and consider any plans to partner with Youth Corps or Veterans Corps.

8. Timeline

Score: _____/5 pts

(Section M)

Is the timeline organized with clearly defined beginning and end dates, project milestones, and specific targets completed at specific times? Does the proposed timeline seem achievable?

9. Maintenance and Care of Purchases

Score: _____/5 pts

(Section N)

Is there an appropriate plan to maintain the purchase(s)? Does the maintenance plan include details of who will accomplish maintenance tasks, how the work will be funded and how often maintenance will occur? Does the maintenance plan cover a minimum of five years for the purchase(s)?
