



**2019-2020 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 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 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.

Capacity building activities are awarded separately from fuels and 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 were not funded, would the Capacity Building 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 and landowner participation? Matching funds and participation 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 approximate number of homes and critical infrastructure elements directly affected by this project.
- Provide the total number of acres to be treated. Through this grant program the CSFS will only pay for acres treated within project boundaries. Areas that are inoperable, inaccessible, or retained as untreated “reserves” will not be counted toward treated acres.
- Provide the estimated cost per acre for the proposed project. Cost per acre should be determined by dividing the total project budget from Section *F. Total Project Budget* (both the total grant share and match share combined) by the total number of acres proposed for treatment.
- Is the project identified through a community-based collaborative process such as a Community Wildfire Protection Plan (CWPP), Critical Watershed Wildfire Protection Plan or similar? If yes, list the plan name(s).
- Will the project involve an accredited Colorado Youth Conservation or Veterans Corps organization? Type yes or no. Include a description of involvement in sections *D. Project Objectives* and *L. Partners and Supporters*.
- Will the project result in protection of water supplies? Type yes or no. Sections *D. Project Objectives*, *H. Project Area Description*, and *I. Prescription and Scientific Foundation* 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). In the instance of the project being partially funded, is the project still viable with reduced outcomes (i.e., is the project scalable)? If so, clearly describe how the project can be scaled.

* 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, 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 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, volunteer time/ sweat equity directly related to the project. Donated time should be accounted for using current volunteer labor rates of \$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*. Please ensure that total budget numbers are calculated correctly. All expenses should be described in detail in Section G. *Budget Narrative*.

Personnel/Labor: Include expenses directed toward staff time or labor, *except those being directed to contractual services*. 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.

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.

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 in detail 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, estimated per-acre costs of contracted work should be supported by bids, known costs from previous or similar projects, or other means. Per-hour labor rates should also be explained. Describe the role of each entity involved in project implementation, the known terms of contracts associated with the project, and the nature of in-kind contributions. Clearly explain the anticipated project revenue or cost-savings, how revenue is factored into the grant request, the intended use of any revenue, and how revenue generated 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. If you have received project bids or contract estimates from the wood utilization industry, please include them in *Section L. Partners and Supporters*.

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. Provide details when possible and explain how conditions were evaluated. Address how the project reduces hazardous fuels and/or improves forest condition and to what extent.

Attach a detailed and clear 1-page map that indicates the treatment area, with location description. Maps should include a title, scale, north arrow, and legend and appropriate labels.

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. Describe how invasive species will be managed during project implementation as well as how wildlife impacts will be considered. Prescriptions should specifically address how projects will comply with Colorado Forestry Best Management Practices (BMPs). 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 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.

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. If appropriate, explain how the proposed project could serve as a catalyst for future forest management projects.

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/> 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 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. Timeline

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

N. Maintenance Sustaining Project Longevity

Outline long-term plans to monitor and maintain the improved landscape conditions achieved through implementation of the proposed project. Monitoring and 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 monitoring and maintenance services, how the work will be funded, what monitoring and maintenance will be needed to sustain the long-term benefits and at what frequency monitoring and 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. 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

FUELS & FOREST HEALTH PROJECTS 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 is the project area defined (i.e., does it list participating landowners)? Consider any maps included: CO-WRAP and/or project map(s). Do the maps align, and what risk zone is the project located in? Are cost/acre numbers justified (e.g., based on current forest and market conditions)? Is the project likely to be effective in reducing risk to identified values?

4. Prescription and Scientific Foundation

Score: _____/15 pts

(Section I)

How appropriate are the standards and prescriptions to achieve the project and grant program’s objectives within the current forest condition? Do the scientific standards reflect best available information? Are applicable Colorado Forestry Best Management Practices (BMPs) addressed or discussed? Have applicants consulted with experts? Have CSFS guidelines been integrated? Are the prescription standards detailed and measurable?

5. Strategic Value of Project

Score: _____/5 pts

(Section J)

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

6. Forest Product Utilization
(Section K)

Score: _____/5 pts

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

7. Partners and Supporters
(Section L)

Score: _____/5 pts

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
(Section M)

Score: _____/5 pts

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 Sustaining Project Longevity
(Section N)

Score: _____/5 pts

Is there an appropriate plan to maintain the project after completion? Does the maintenance plan include details of who will accomplish maintenance tasks, how the work will be funded and how often activities will occur?
