2024 Application
Wildfire Mitigation Outreach
Grant Program
Established by HB 22-1007

Application Instructions

The application is in PDF format. Applicants should use Adobe Acrobat or the free Adobe Reader software to download and edit the application for the most reliable results. All blocks are fill-in enabled and character locked. Applicants should write clearly in complete sentences and 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 material outlined in this application will not be considered.

A. Applicant Information

To receive Wildfire Mitigation Outreach 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, 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. *Note: The fiscal agent must remain unchanged during the full period of the grant.*

Name of Project:	
Applicant/Fiscal Agent:	
Type of Organization:	
Contact Person/Title:	
Mailing Address:	
City/State/Zip Code:	
County:	
Phone:	
Email:	

B. Eligibility

House Bill 22-007 states that recipients of grant funds must adhere to the following requirements:
- Be an agency of local government including, but not limited to, a county, municipality, special district, a Tribal agency or program, or a nonprofit organization.
- Conduct outreach on wildfire mitigation in high wildfire hazard areas.

This section includes a checklist of **required** elements for each application to meet the legislative mandates and Colorado State Forest Service (CSFS) requirements. If the application does not include **all** of the items below (i.e., any items checked "No"), the application will be considered ineligible. See page 2 for instructions on using the Colorado Forest Atlas to generate the required map and determine the wildfire hazard risk of the project area.

Are you applying on behalf of a local government entity or registered nonprofit organization, as described above? ☐ **Yes**　　☐ **No**
Did you attach the **required** 1-page map showing the project area **IN** the Colorado Forest Atlas with the Wildland Urban Interface (WUI) Risk layer visible? ☐ **Yes**　　☐ **No**
Is the information in this application accurate to the best of your knowledge and do you agree to contracting requirements, including reporting requirements, as outlined in the Request for Applications? ☐ **Yes**　　☐ **No**

Project Area Map

Use the Colorado Forest Atlas to produce a map of the project area with the required Wildland Urban Interface (WUI) Risk layer visible. If the project is an event or otherwise based in a particular location, indicate the area or location on the map. If the project is meant to serve a broader base of residents across your service area, indicate your service area on the map, showing the locations that are at higher risk of wildfire using the WUI Risk layer. Explain how your project will reach the residents living in these high wildfire hazard locations in section G. *Project Area Description and Impact* of this application.

Wildland Urban Interface (WUI) Risk layer

The WUI Risk layer is a rating of the potential impact of a wildfire on people and their homes. The key input, WUI, reflects housing density consistent with Federal Register National standards. The location of people living in the WUI and rural areas is essential for defining potential wildfire impacts to people and homes.

How to create required project map with the Wildland Urban Interface Risk layer visible

The Wildfire Risk Reduction Planner app requires users to create a Colorado Forest Atlas account, free of charge, before they can access the app. Account requests are usually approved within 1 day of submitting the request.

1. Launch the Wildfire Risk Reduction Planner application.
2. Navigate to the Analyze Project Areas section in the menu on the left and click the **"Manage Project Areas"** button. A "Manage Project Areas" menu box will open.
3. Click the **"+"** button in the bottom right corner of the "Manage Project Areas" menu to create a new project area. The project area can be created by using the "Draw Shape" tool (point or polygon) or you can upload an existing shapefile or KML of the project area if you have one. Shapefiles must be in a compressed zip folder (.zip) and projected in *NAD 1983 UTM Zone 13N* coordinate reference system. **Note:** When uploading a shapefile, you must press the "Select" button and then click on your shapefile in the map (it should turn green when selected) and click "Finish".
4. After you've created the project area, select the project area within the "Manage Project Areas" box to activate this project area.
5. Expand the Explore Map Themes, select the Wildfire Effects Theme and turn on the required **Wildland-Urban Interface Risk** layer and any relevant layers, such as Ownership or County Boundaries.
6. Scroll down on the left-hand side of the page to the **"Print Map"** function and click on "Print Map." Click the check mark inside a circle on the map to indicate the area surrounded by the dashed rectangle is the area that should be printed, and then click **"Print."**
7. The application may run a few minutes while creating a map. Attach the map to the application.

If further assistance is needed, reference the user manual on the *Colorado Forest Atlas* support page or contact us using the form on the Colorado Forest Atlas Contact page.

C. Project Summary

Provide a brief narrative summarizing the overall project.

All information for the project must fit into the allotted 500-character space. Characters include letters, numbers, spaces and punctuation.

D. Matching Contributions

DO NOT show grant-requested funds in this table. This is for matching share only. All matching funds must be clearly quantified and justified in section *F. Budget Narrative* of the grant application.

Contributors: Specify the name of each match contributor and the dollar amount of each contribution.

Cash Match: 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. This may include cash on hand, commitments from lending institutions or contributions from partners.

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 ($34.36/hour for 2024).

All applicants must contribute matching funds in an amount of at least 10% of the total project cost. For example, if the total project budget is $100,000, the minimum match would be $10,000 and the grant funding request would be $90,000.

Contributors: (Please specify)					**TOTAL**
Cash Match: (Dollars)					
In-kind Match: (Hourly rate can't exceed $34.36)					
Total:					

E. Total Project Budget

This section should reflect the entire project budget. The Grant Share column should reflect the state grant funds requested in this application. The Match columns should carry over information from section *D. Matching Contributions*. Please ensure that total budget numbers are calculated correctly and the match percent is no less than 10%. All expenses should be described in detail in section *F. Budget Narrative*.

Personnel/Labor: Includes expenses directed toward staff time or labor (valued at actual salary amount)
- Grant administration activities such as compiling paperwork for reimbursements and reports can't be included as part of the grant share but are considered a cash match.
- Sweat equity (such as homeowner or volunteer labor) can't be included as part of the grant share or cash match but is considered an in-kind match at the volunteer hourly rate of $34.36.

Supplies/Materials: Includes expenses for supplies or materials used to complete project activities

Contractual Services: Includes expenses that will be contracted out to a third party

Indirect Costs: Includes 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 cash match but must be documented with an established rate.

Total Project Budget All budget line items must be described in section *F. Budget Narrative*	**Grant Share** ($ Amount requested)	**Match** (Carry over from Section *D.*)		**TOTAL**
		Dollars	**In-Kind**	
Personnel/Labor:				
Supplies/Materials:				
Contractual Services:				
Indirect Costs:				
TOTAL PROJECT BUDGET				

F. Budget Narrative

Describe in detail each budget line item listed in sections *D. Matching Contributions* and *E. Total Project Budget*. Clearly explain how specific project costs were estimated. Explain per-hour labor rates, and value staff time at their actual salary amount (not billable rate). 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.

All information for the project must fit into the allotted 1,500-character space. **Characters include letters, numbers, spaces and punctuation.**

G. Project Area Description and Impact

Provide a detailed description of the project area and the anticipated impact. Be sure to include the following items in the description:

1. Project area, including communities, population, number of homes and structures, and other values at risk
2. How the project will reach residents in high wildfire hazard areas
3. The need for outreach in the project area
4. Impact of project on area residents
5. How project will support future wildfire risk reduction efforts
6. Any current/previously failed outreach efforts in project area
7. Known existing challenges (landowner buy-in or lack of awareness) and plans to address them
8. Coordination with other groups or organizations, including partner contributions

Additional risk maps, such as a Community Wildfire Preparedness Plan map or other Forest Action Plan theme maps, may be used to support the risk factor detailed in this narrative.

All information for the project must fit into the allotted 2,000-character space. Characters include letters, numbers, spaces and punctuation.

H. Project Details

Describe in detail how the proposed project will strategically use grant funds to conduct effective outreach among landowners located in high wildfire hazard areas, to effectively inform them of resources available and best practices for wildfire mitigation. Be sure to include the following details:

1. Specific objectives of the project
2. Intended audience(s)
3. Communication tools and tactics (i.e., video, events, direct mail)
4. Key messages and how they align with the Home Ignition Zone guide
5. How you'll measure/evaluate success of the project (i.e., number of landowners reached, number of events, online analytics)

If the project is part of an existing outreach program or activity, describe how the existing initiatives have been successful and how awarded funds will increase success in the future.

Successful applicants may be required to submit a more detailed project scope of work prior to a grant award from the Colorado State Forest Service.

All information for the project must fit into the allotted 2,500-character space. Characters include letters, numbers, spaces and punctuation.

I. Timeline

Provide a timeline for the project including beginning and end dates as well as project milestones with specific targets for completion. **All projects funded in this cycle should be completed by March 29, 2027.**

All information for the project must fit into the allotted 1,000-character space. Characters include letters, numbers, spaces and punctuation.

WILDFIRE MITIGATION OUTREACH GRANT SCORING GUIDE	Final Score: / 50

1. Budget *(Sections D, E & F)*   **Score: /15 pts**

Review <u>both</u> the budget breakdown and the accompanying narrative. Do costs seem reasonable and/or justified for the proposed work? Are the budget line items clearly described?

2. Project Area Description and Impact *(Sections G)*   **Score: /15 pts**

How well is the project area defined? How well does the project reach and impact residents in high wildfire hazard areas. How well does the project serve as a catalyst for future wildfire risk reduction efforts in this area? How well is the project coordinated with efforts of other groups, organizations and partners in this area?

3. Project Details *(Section H)*   **Score: /15 pts**

Does the project have well-defined objectives and audience(s)? How well does the project add to or complement existing programs and projects for wildfire mitigation outreach? Will this project align with guidelines in the Home Ignition Zone guide and how will it do so? How well will the project's impact be measured and evaluated?

4. Timeline *(Section I)*   **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?