A. Application Information

Please complete this section with as much detail as possible.

In order to receive WRRG funds, the applicant or fiscal agent must be a registered with the IRS and have a tax identification number. If the applicant organization will not be the direct fiscal agent for contracting purposes please list the name of the desired fiscal agent. Fiscal agents often take responsibility for financial or other types of transactions for another entity. 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. The fiscal agent is also eligible for 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 work scope, performance reporting and financial reporting.
4. Fiscal agency must remain unchanged during the full period of the grant.

B. Eligibility

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

- Indicate whether the project area is within or adjacent to high risk zones identified by CO-WRAP. Include a 1 page map showing the project area in CO-WRAP utilizing the risk layer.
- Additional risk maps, like a Community Wildfire Protection Plan (CWPP) map, may be included.
- If the project area is not within or adjacent to high risk zones identified by CO-WRAP, explain how the project can be considered to be within a high-risk area.
- Indicate whether a specific plan for utilizing woody material generated by the project has been developed.
• Indicate whether the applicant has contacted any wood utilization businesses.
• Indicate whether county officials were consulted for this project. County officials are defined as County Commissioners, representatives from the sheriff’s office, or a county wildfire coordinator. Attach a letter of support from a county (see Section J).
• Indicate whether there is formal commitment for matching grant funds. Matching funds must be confirmed; confirmation can be communicated through letters of support (see Section J).
• Indicate whether those matching funds include a minimum 25% hard match (dollars).
• Indicate applicant agreement to contracting requirements. Contracting requirements include reporting and monitoring requirements described in the RFA, as well as Colorado DNR’s Purchase Order requirements (see Attachment C). Successful applicants may need to agree to additional contracting requirements with DNR.
• Capacity implementation activities are awarded separately from fuels treatment activities through this grant program. Indicate whether the fuels treatment application is 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 treatment project. In other words, if the fuels treatment application is not funded, would the capacity building application 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 100% of requested grant resources, for a minimum of a 50-50 grant to match ratio. (Example: If total project budget is $100,000, minimum match would be $50,000 and the grant request would be $50,000.) A minimum 25% of total matching resources must be a hard match. All matching funds, but specifically soft 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.

Hard match (dollars): Hard 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. Hard match could include cash on hand, commitments from lending institutions, or contributions from landowners with a signed letter indicating their commitment.

Soft match (in-kind): Soft match includes donated supplies, equipment, staff time or volunteer time directly related to the project. Donated time should be accounted for using current volunteer labor rates ($22.55/hour for 2015).
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 the Match Contributions section of the application. Please ensure that total budget numbers are calculated correctly. All expenses should be described in detail in Section D.

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

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

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

E. Budget Narrative

Describe in detail the budget line items listed in Sections C and D. 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 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 J. *Partners and Support.*

F. Project Description and Objectives

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, and describe treatment activity planned for each location.
- 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 C (both the total grant share and match share) by the total number of acres proposed for treatment.

**Project Description and Objective Narrative:**

Describe the project, its objectives, the role of key players, and anticipated outcomes as related to the grant purpose criteria and budget. If the project relates to a utility, describe the utility service area, population served, and infrastructure and/or water supplies protected. Describe the project area (including a legal description), the project’s land ownership breakdown, the community in which your
project will take place (including population, number of homes and structures). Sub-applicants/participating home owners must be confirmed prior to applying.

In addition to the project descriptions, include a scope of work that clearly describes sequential tasks in the project, anticipated outcomes and key milestones that will define project completion. Provide a clear timeline for the project period. Please be aware that successful applicants may be required to submit a more detailed scope of work prior to contracting with DNR. Finally, attach a detailed and clear one-page PDF map that indicates the treatment area, with location description.

G. Strategic Value of Project

Explain the strategic nature of the project. Identify if the proposed project will take place adjacent to or in proximity to other planned or previously treated areas on state, municipal, private, or USFS 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 Mitigation Plan; and/or if it is part of a larger landscape-scale treatment effort. The project is not required to be adjacent to such USFS treated lands. For information on USFS lands see the Supplemental Information section of the RFA.

H. Scientific Foundation/Project Practices

Describe the scientific foundation for the project, specifically the practice standards that will be applied to achieve the desired outcomes of the project. Descriptions may include the distance from homes and structures the hazard work will be conducted, target basal area for forest thinning, target fuel loading, and target for reducing the percentage of continuous tree and shrub canopy cover. List any additional technical resources that will be utilized for this project (i.e. Colorado State Forest Service or other forestry experts, and water quality BMPs).

I. Biomass Utilization

Describe the plan for utilization of woody material from the site. Visit the CoWood webpage listed below for further information on wood utilization. List the name and date of communication of all businesses that have been contacted regarding wood utilization. If any partnerships with industry are planned please provide those details. Consider attaching bids or contract estimates from industry in Section J. Partners and Supporters.

http://csfs.colostate.edu/cowood/

J. Partners and Supporters

Describe coordination that will occur with participating groups/organizations. Specify conversations with county officials, and describe how Youth Conservation Corps, if any, will be included in the project. A letter of support from a relevant county official must be included. For purposes of this grant, accepted county officials include County Commissioners, representatives from the sheriff’s office, or a county wildfire coordinator. Letters of support from CSFS are encouraged to be included along with formal
commitments from financial institutions, landowners, and/or the wood utilization industry. Additional letters of support from relevant organizations are accepted.

**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 DNR contracting requirements listed in the RFA.