BOULDER COUNTY
SEARCH AND RESCUE & TRAIL/TRAILHEAD SAFETY GRANTS
Online System Instructions

The Boulder County Grant Application System can be found at:
https://boco.org/ES-GrantApplication

Note: The application platform was set up for RFP/SOQ responses for our Area Agency on Aging (AAA), so some of the instructions may seem a little "off" or wonky compared to what you might expect for an Emergency Services Grant Program. Please bear with us! We are working with AAA to edit areas of the form to make it more flexible with our grant program. **If you have any questions, please email Barb Halpin at bhalpin@bouldercounty.gov or call 720-564-2830.**

A. AGENCY LOGIN/SETUP INSTRUCTIONS

1) **When applying for the first time, a new Agency Profile must be created.**

2) You will need to indicate if the organization can meet the Boulder County Terms and Conditions. If "I DO NOT AGREE" is selected, please attach a document to the proposal noting applicable exceptions. **Select one and Click Submit.**

Terms and Conditions

It is understood and agreed by the proposer that:

1. I AM authorized to bid on my company's behalf.
2. I am NOT currently an employee of Boulder County.
3. None of my employees or agents is currently an employee of Boulder County.
4. I am not related to any Boulder County employee or Elected Official.
5. (Sole Proprietorships Only) I am not a Public Employees' Retirement Association (PERA) retiree.

Note: If you cannot certify the above statements, please attach a statement of explanation.

○ I AGREE to the terms as noted above.
○ I DO NOT AGREE to the terms and conditions as noted above.

Cancel   Submit

3) **When logging in for the first time, click on "Create Agency Profile."**

Enter Your Agency Registration Code

Agency Already Registered?

If your agency has already registered for this Request for Proposals, enter your agency registration code below to continue

Agency Registration Code   Obtain this code from person that created your agency profile

Agency Not Registered?

If your agency has not yet registered for this Request for Proposals click the button below to create an agency profile and receive a registration code

Create Agency Profile

Cancel

4) Complete the required fields and click "Create Agency Profile"

Register Your Agency: TEST RFP

Please enter the following information about your agency.

Once you have registered your agency for this Request for Proposals, you will be assigned a system-generated Agency Registration Code. You will need to share this code with others in your organization before they can create their login profiles

Legal Name of Agency (as used in contracts)

DBA Name (if different)

Address | Address (cont)
Street Address | Suite, Floor, etc.

City | State | ZIP
| Colorado |

Phone Number | Ph Extension | Fax Number

Your Email Address | Re-enter Your Email Address

By creating this profile, I affirm that I am a duly authorized agent of the above-referenced agency.

Cancel   Create Agency Profile

5) Once you create an agency profile, the **system will provide you a registration code** (it will show on the screen after you select Create Agency Profile) that you may share with colleagues who need access to the proposal. An email with the registration code will also be sent to the email address provided. **You may enter the code provided into the field as indicated to proceed with the proposal.**

Enter Your Agency Registration Code

A record for your agency was created successfully and assigned the registration code PKGK-CZ3XR. This code was emailed to the address you provided, but PLEASE WRITE IT DOWN NOW. You will need to share it with your colleagues. Once you have recorded the code, enter it below to create yourself a login profile.

Enter Your Agency Registration Code

Agency Already Registered?

If your agency has already registered for this Request for Proposals, enter your agency registration code below to continue

Agency Registration Code | Obtain this code from person that created your agency profile

Agency Not Registered?

If your agency has not yet registered for this Request for Proposals click the button below to create an agency profile and receive a registration code

Create Agency Profile

Cancel

6) Once the agency registration has been created, you will be prompted to **create a Personal Login Profile (as the Applicant). Complete the fields and click "Save".**

Fill in all boxes in the form below.

7) Click and Review each of the Required Reading sections. Once you have done so, **click the box next to "I have read and understand the information in the required reading sections" and click on the "Agree" button.**
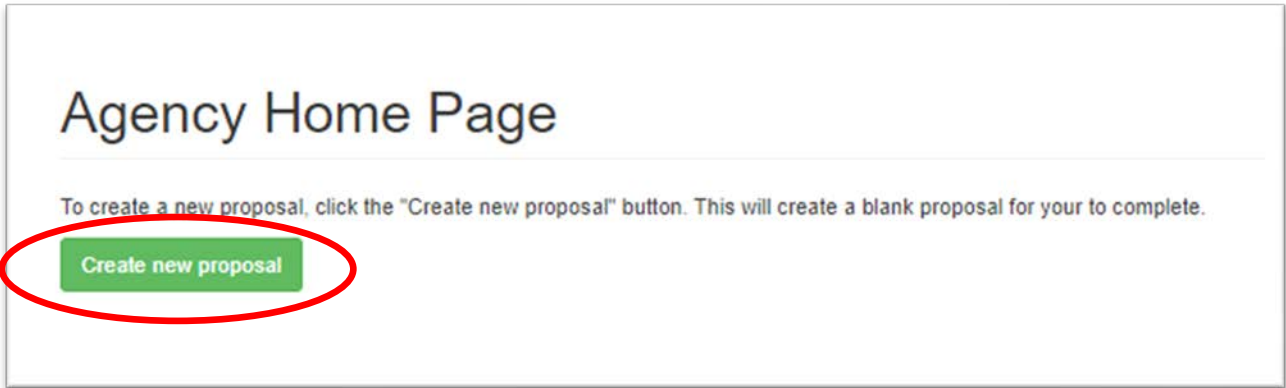
8) Click on "Create new proposal".

9) Click on "Edit" NEW BLANK PROPOSAL to name and start proposal.
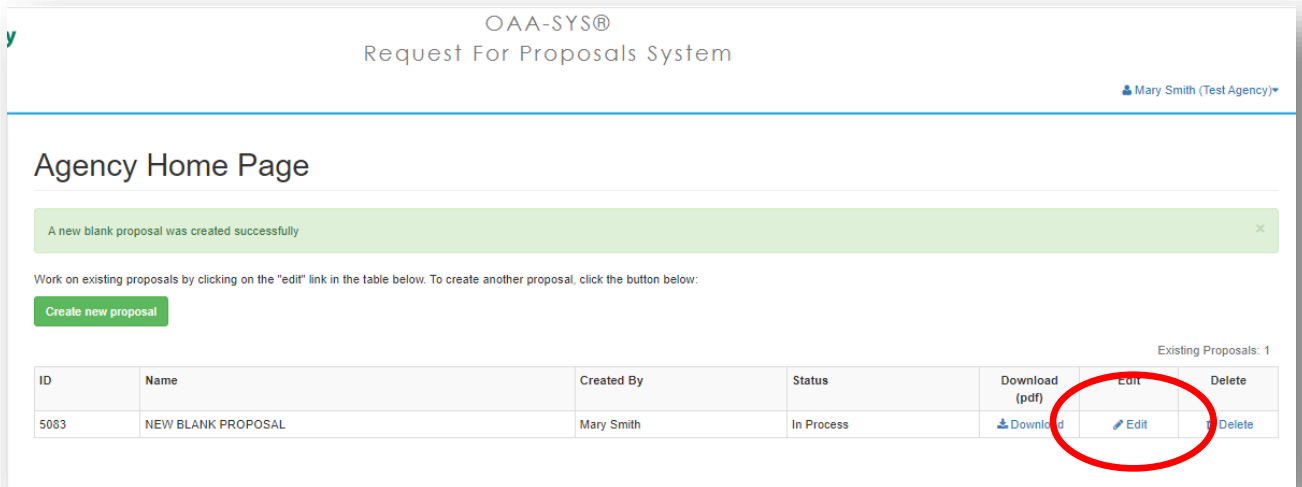
10) **PROPOSAL TITLE & AGENCY/ORGANIZATION DESCRIPTION:**

Fill in the Proposal (Project) Title and Click "Save"
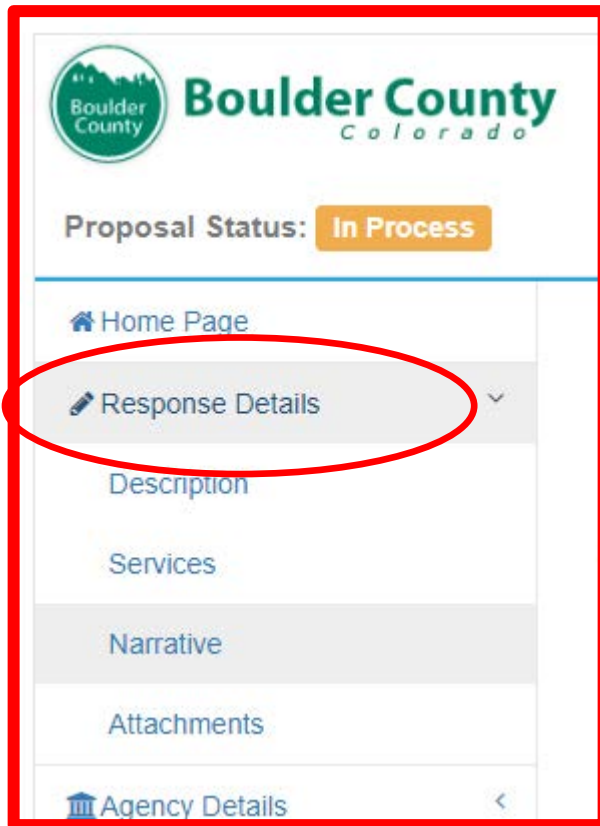For the Description, please provide:

Organization Description: Include any details that may help identify the unique purpose and need that your agency or organization fills related to SAR and Trail and Trailhead Safety, including:

1. Your organization's goals and mission statement;
2. General duties and responsibilities;
3. Any details that may help identify the unique purpose and need that your organization fills related to SAR and Trail and Trailhead Safety.

(No more than 250 words)

B. BEGIN THE APPLICATION

The proposal response sections are accessed on the left navigation bar of the screen. You can work on any section in any order, **just be sure to hit SAVE!**

NOTE: If the navigation pane collapses, simply click on the arrow on the right to expand the section options.

1) **SERVICES SECTION: Select the service (Search & Rescue OR Trail and Trailhead Safety) that most closely aligns with your proposal and click "Add Now".**

2) **NARRATIVE SECTION: Return to the left navigation bar under "Response Details" to work on the NARRATIVE questions.**
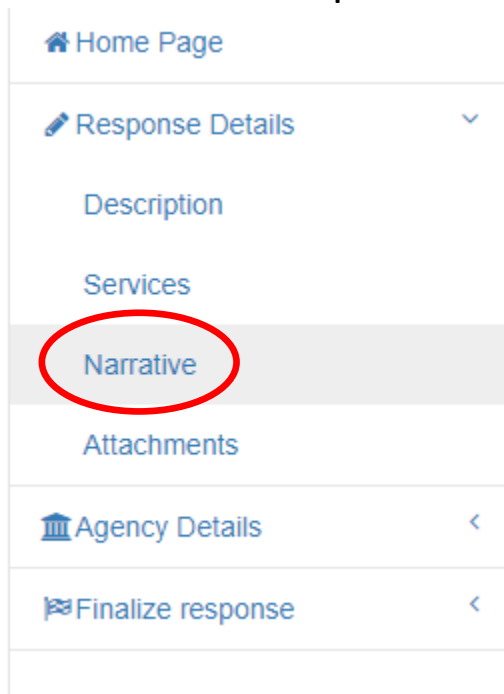
Proposal Narrative Questions – the system will give you a notification at the top of the narrative section.

Text Shown: "Please address the questions listed below, limiting each response to ~~approximately 750 words~~. You do not need to use complete sentences. Lists, bulleted items, etc. are acceptable but please be as specific as possible. Remember to save often. Your session will time out after 20 minutes of inactivity."

Note: The "approximately 750 words" does not apply for the Emeregeny Services Grant Proposals. **Please see word limits with select questions (generally, no more than 250 words)** and use your best judgement about how long a response should be.

3) Each question has a save button. Clicking Save on one box will save entries in all boxes.

Question 3: [Required]

A2: Organization Description: Include any details that may help identify the unique purpose and need that your agency or organization fills related to SAR and Trail and Trailhead Safety, including:

1. Your organization's goals and mission statement;
2. General duties and responsibilities;
3. Any details that may help identify the unique purpose and need that your organization fills related to SAR and Trail and Trailhead Safety.

(No more than 250 words)

[Save]

Question 4: [Required]

A3: Applicant/Contact Names & Titles: Two Names & Contact Information

1. Contact name, phone number & email address for the person responsible for signing a funding agreement if a grant is awarded (could be the chief, director, fiscal agent, or other designee)
2. Contact name, phone number & email address for the grant writer (or person to contact for follow-up questions about the grant)

4) Upload/Attach Documents

Upload/Attach Documents

Submit the following documents along with your response. Required documents are flagged so. Include the other documents if they are appropriate for your specific response:

1. 2024 Organization Budget - REQUIRED
2. Current Organization Balance Sheet - REQUIRED
3. Current Organization Income Statement - REQUIRED
4. Detailed/Itemized Project Cost Summary - REQUIRED
5. W-9 - REQUIRED
6. Other #1-Examples: Photos, Equipment Flyer or Desc
7. Other #2-Examples: Annual Report, Newsletter, etc.

Select the document to add from the list below to create a blank record of the documents you wish to upload. Then use the "edit" link in the table to describe and upload the document. NOTE: You can upload multiple copies of the same type of document (for example, if your document is split across multiple files).

| Add This Document Type | 2024 Organization Budget ⌄ | Add Now |

5) **Give each document a "Title" and Click "Save." Repeat to upload additional documents as required.**

Edit Attachment   ✕

Please limit attachments to 10 MB or less. You might need to split larger documents into separate files.

Document Title:

NEW DOCUMENT

Document Type:

2024 Organization Budget (Required)   ⌄

Upload Document to Attach [Required]

[Choose File] No file chosen

Valid file types:
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- PDF (.pdf)
- JPEG image/scan (.jpg or .jpeg)
- PNG image/scan (.png)

This is a required document type. If you are **not** uploading this document, please provide an explanation below:

[   ]

                                          Close   **Save**

6) **Enter Agency Information**

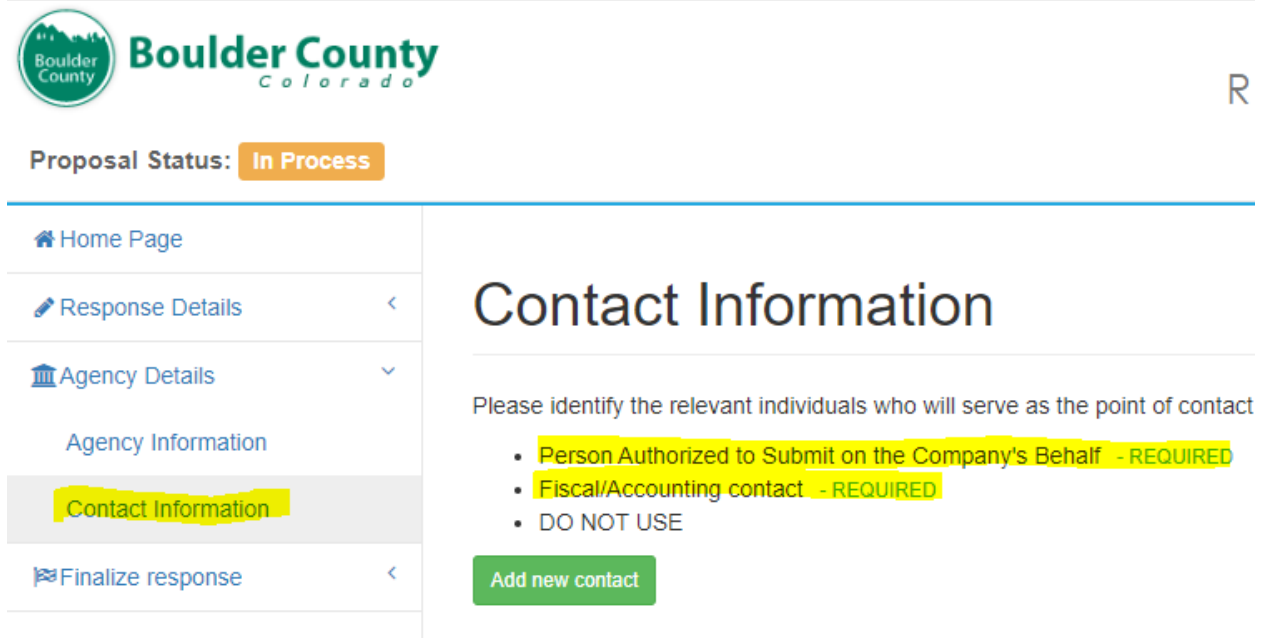**Boulder County** Colorado

OAA-SYS®
Request For Proposals System

Proposal Status: In Process

- Home Page
- Response Details
- Agency Details
  - Agency Information
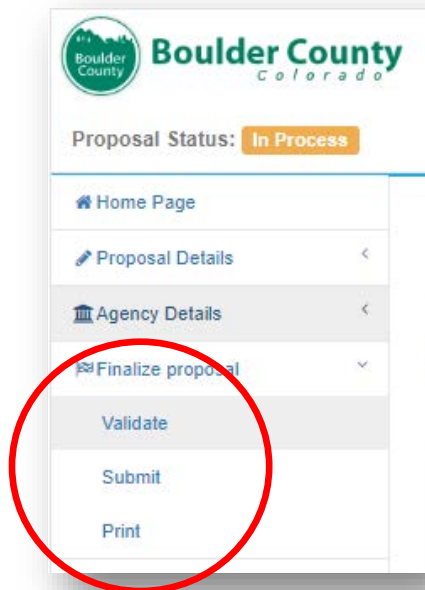 - Contact Information
- Finalize response

Have a question?
Contact Carol Cross at 303-441-1979 or ccross@bouldercounty.org

Agency Information

Agency Name

Federal Employer ID Number (FEIN):
XX-XXXXXXX or XXX-XX-XXXX

Organization Type:
Non-profit

Save

DBA Name: (if different)

Inception Date:
mm/dd/yyyy

DBE status: (Select all that apply. Hold Shift key to select multiples. Hold Ctrl key to remove selection)
Woman-owned
Minority-owned

-10-

7) **Enter Applicant/Contact Names & Titles: Two Names.** One contact name for the person submitting the grant proposal and another who would be responsible for signing a funding agreement if a grant is awarded (could be the chief, director, fiscal agent, or other designee).

8) **Validate and Submit Proposal**

9) **The Validation tool will show you any errors are and what you need to do to correct them.**

Proposal Validation

Validation Results

Errors Found: 6
Errors must be resolved before you can submit this proposal.

Description Errors 0

Budget Errors 0

Units/Clients Errors 0

Narrative Errors 0

Attachment Errors 0

Agency Details Errors 6

The FEIN for your agency is required

The INCEPTION DATE of your agency is required

You must include the MONTHLY SERVICE DELIVERY REPORTING CONTACT contact person in your list of contacts.

You must include the PERSON AUTHORIZED TO BID ON THE COMPANY'S BEHALF contact person in your list of contacts.

You must include the CONTRACTUAL ACTIVITIES CONTACT contact person in your list of contacts.

You must include the FISCAL/ACCOUNTING CONTACT contact person in your list of contacts.

Proposal Validation

Validation Results

Congratulations! Your request validated successfully and is ready to be submitted.

- **Click on "Request PIN"**
- **The PIN will be emailed to the indicated Authorized Signor**

10) Click on "Submit Proposal"

11) You will receive system and email confirmation that the proposal was submitted successfully. Congratulations!
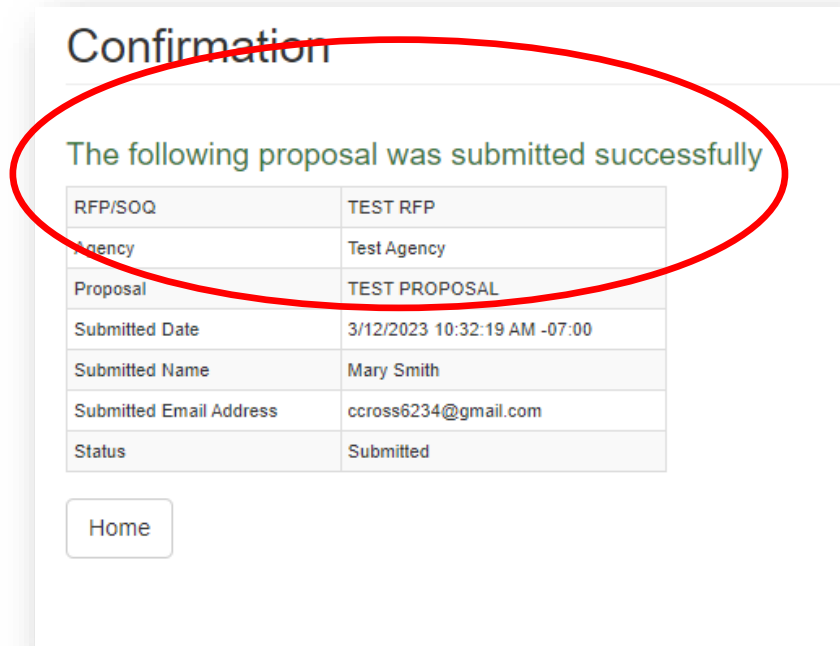
12) You can download a PDF version of your proposal on the Agency Home Page.