

Online Grant Application System Instructions

The link to the Boulder County Grant Application System is

<https://boco.org/ES-GrantApplication>

Note: This application was adapted from an in-house RFP platform and some of the instructions are wonky as we continue to modify it to work for grants. Please bear with us! **If you have any questions, email Barb Halpin at bhalpin@bouldercounty.gov or call 720-564-2830.**

Be sure to SAVE your work often. The system will time out after 20 minutes of inactivity, and you may lose your work.

You can always stop and go back into the application to resume your entries.

A. AGENCY LOGIN/SETUP INSTRUCTIONS

- 1) When applying for the first time, a **new Agency Profile must be created**. Select the **2025 Search and Rescue and Trail Safety Grants** option from the drop-down list and click on the **"please click here"** link under #2.

Boulder County Colorado

DAA-SYS®
Procurement and Grants Submission
Portal

Please Log In

Open Solicitations: 2025 Search and Rescue and Trail Safety Grants (03/12/25-04)

barbhalpin@outlook.com

.....

Instructions For this Solicitation:

1. To review/download the details of this solicitation [please click here](#)
2. If logging in for the first time: [please click here](#)

Login

2025 Spring Grant Round Instructions

- 2) You will need to indicate that you are able to submit a proposal on behalf of your organization. Select “Agree” and Click Submit.

Terms and Conditions

Grant Proposal: Emergency Services 2024 Fire District Grants

It is understood and agreed by the proposer that:

1. I AM authorized to submit a proposal on my agency/organization's behalf.
2. I am NOT currently an employee of Boulder County.

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 Grant Proposal, 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 Grant Proposal click the button below to create an agency profile and receive a registration code

Create Agency Profile

Cancel

2025 Spring Grant Round Instructions

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

Street Address Address (cont)

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 fully authorized agent of the above-referenced agency.

- 5) 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. 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. (If you misplace this code, email bhalpin@bouldercounty.gov to retrieve it.)

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

2025 Spring Grant Round Instructions

- 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.

Create Your Personal Login Profile: **TEST RFP**

Your agency is registered for this RFP. Please create your own login profile.

First Name
Last Name
Title
Address
1234 Main Street
Address (cont)
Suite, Floor, etc.
City
BoCo Town
State
Colorado
ZIP
12345
Phone Number
303 123 4567
Phone Extension
Fax Number
Email Address
Please enter your email address.
Include your email on RFP email list?
 Yes No
Password
Please enter a password.
Re-enter Password

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

- 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.

Required Reading Sections

Select Event: 2025 Search and Rescue and Trail Safety Grants (03/12/25 to 04/10/25)

Order Number	Display Order	Section
1	<input type="checkbox"/>	Boulder County Search and Rescue and Trail Safety Grants
2	<input type="checkbox"/>	Eligibility and Criteria
3	<input type="checkbox"/>	Application Instructions
4	<input type="checkbox"/>	Application Questions
5	<input type="checkbox"/>	Policy 1.06 Fully Inclusive, Anti-Racist & Multicultural Organization
6	<input type="checkbox"/>	Required Attachments
7	<input type="checkbox"/>	FAQs
8	<input type="checkbox"/>	Completion of Project Requirements:
9	<input type="checkbox"/>	SAMPLE Funding Agreement

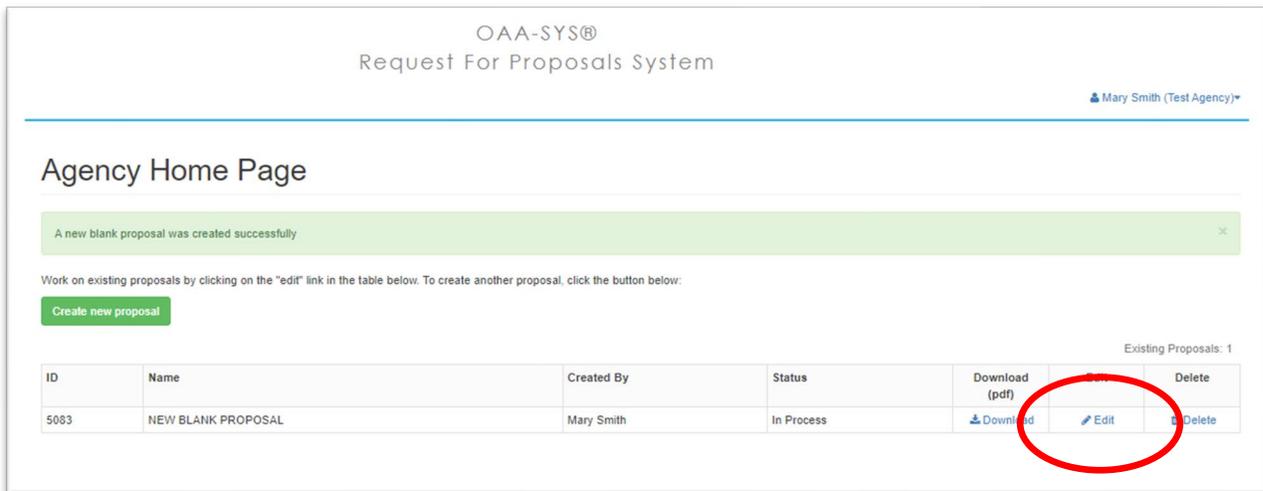
2025 Spring Grant Round Instructions

B. GRANT PROPOSAL INSTRUCTIONS

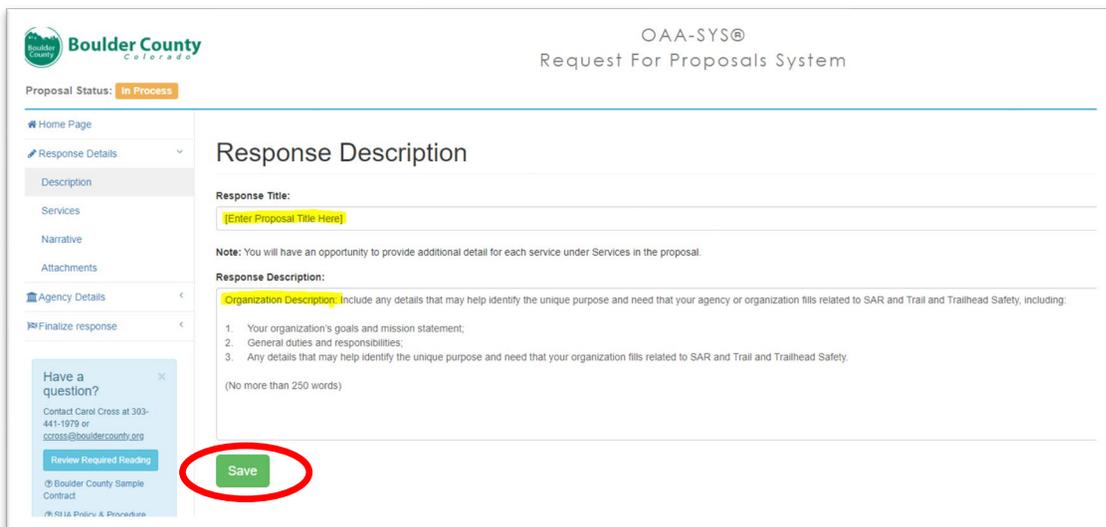
1) Click on "Create New Grant"



2) Click on "Edit" NEW BLANK PROPOSAL to name and start proposal.

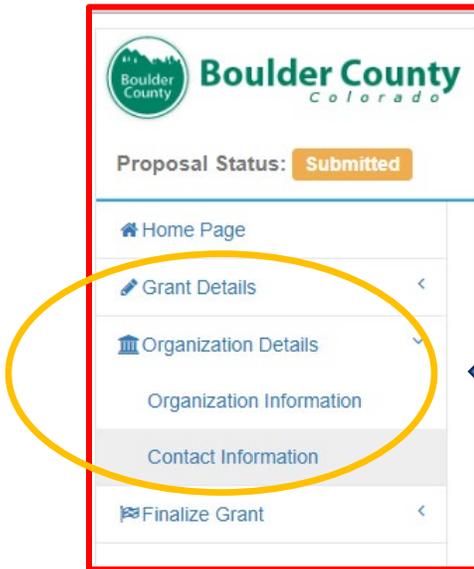


3) Fill in the Proposal (Project) Title and Description, and Click "Save"



2025 Spring Grant Round Instructions

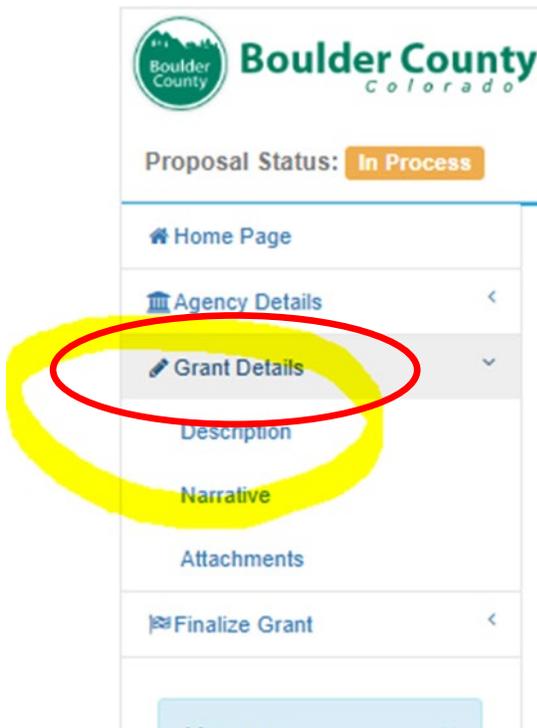
C. BEGIN THE APPLICATION



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 "down" arrow (or carrot) to expand the section options.

- 1) Return to the left navigation bar under "Grant Details" to work on the questions.



Tip: Address the questions listed, limiting each response to **the number of words indicated**. 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.

2025 Spring Grant Round Instructions

2) Upload/Attach Documents

Boulder County Colorado OAA-SYS® Request For Proposals Syst

Proposal Status: **In Process**

Home Page Agency Details Grant Details Description Narrative **Attachments** Finalize Grant

Upload/Attach Documents

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

1. Itemized Estimated Costs (see Ques.10 for details) - **REQUIRED**
2. Most recent budget OR annual cost/revenue summary - **REQUIRED**
3. Photos or other documents (Optional)

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

Add This Document Type Itemized Estimated Costs (see Ques.10 for details) **Add Now**

Give each document a "Title" and Click "Save." Repeat to upload 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]
 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:

Save

2025 Spring Grant Round Instructions

D. 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

Agency Information

Agency Name:

Federal Employer ID Number (FEIN):

Organization Type:

DBA Name: (if different)

Inception Date:

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

Save

- 1) Provide the Contact Name, Title, and Contact Information for the **Person Authorized To Sign a Grant Funding Agreement** (Required). After entering this person's information, check the 'Authorized Fiscal Agent or Grant Recipient' box.

Boulder County Colorado

Proposal Status: **Submitted**

Home Page
Grant Details
Organization Details
Organization Information
Contact Information
Finalize Grant

Contact Information

Provide the Contact Name, Title, and Contact Information for the Per

Note: Only add a 'Grant Application Contact' if it differs from the orga

- Authorized Fiscal Agent or Grant Recipient - **REQUIRED**
- Grant Application Contact
- Other

Add new contact

- 2) Validate and Submit Proposal

Boulder County Colorado

Proposal Status: **In Process**

Home Page
Proposal Details
Agency Details
Finalize proposal
Validate
Submit
Print

2025 Spring Grant Round Instructions

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

The screenshot displays the 'Proposal Validation' interface. At the top, it says 'Validation Results'. Below this, a red banner indicates 'Errors Found: 6' and 'Errors must be resolved before you can submit this proposal.' A list of error categories follows: Description Errors (0), Budget Errors (0), Units/Clients Errors (0), Narrative Errors (0), Attachment Errors (0), and Agency Details Errors (6). The 'Agency Details Errors' section is expanded, showing six specific error messages: '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.', and 'You must include the FISCAL/ACCOUNTING CONTACT contact person in your list of contacts.'

The screenshot displays the 'Proposal Validation' interface. At the top, it says 'Validation Results'. Below this, a green banner indicates 'Congratulations! Your request validated successfully and is ready to be submitted.'

4) Click on “Submit Proposal”

5) You will receive system and email confirmation that the proposal was submitted successfully. Congratulations!

2025 Spring Grant Round Instructions

Confirmation

The following Grant was submitted successfully

RFP/SOQ	2025 Search and Rescue and Trail Safety Grants
Agency	Boulder County Grant Coordinator
Proposal	Test 2025 Spring Proposal
Submitted Date	3/13/2025 1:26:07 PM -07:00
Submitted Name	Barbara Halpin
Submitted Email Address	barbhalpin@outlook.com
Status	Submitted

6) You can download a PDF version of your proposal on the Agency Home Page.

Agency Home Page

Work on existing proposals by clicking on the "edit" link in the table below. To create another proposal, click the button below:

[Create new proposal](#)

Existing Proposals: 1

ID	Name	Created By	Status	Download (pdf)	Edit	Delete
5083	TEST PROPOSAL	Mary Smith	Submitted	Download	Edit	Delete