



Boulder County Strategic Fuels Mitigation Grant Program Planning Grant Application Guidelines

Applicants must demonstrate that they are using the Colorado State Forest Service's (CSFS) CWPP minimum standards. Please click on the following link to access the: [Colorado State Forest Service Community Wildfire Protection Plan minimum standards](#).

APPLICATION GUIDANCE

(Guidance coincides with the boxes within the grant application)

A. Applicant Information

1. **Name of Project:** Identify the type of project: planning.
2. **Fiscal Agent:** Applicant must be or have a fiscal agent identified at the time the grant application is submitted.
 - a. The fiscal agent, or appointed fiscal administrator, is responsible for financial matters related to the project such as paying project invoices, grant reimbursement processes, financial accounting, and budget tracking.
 - b. The fiscal agent must be registered with the IRS and have a tax identification number.
3. **Type of Organization:** Private (e.g., HOA), non-governmental organization or local governmental entity.
4. **Contact Person/Title:** Name and title of the project manager and/or lead cooperator.
5. **Socially Vulnerable Community:** Does the CWPP encompass an entire socially vulnerable community? If yes, complete Box N. If no, leave Box N blank.
6. **Match to Other Grant Programs:**
 - a. Indicate if this grant request is a match for another grant program:
 - i. Click the drop-down menu and select the grant that will leverage this application.
 - ii. If leveraging more than one grant, provide the name of the additional grants in this box.
 - iii. Provide anticipated award dates for all other grant awards.
7. **Is this project scalable?** Indicate if you are willing to accept partial funding for your proposal.

B. Eligibility

1. **Project Identification:** Indicate if you are updating or developing a new community wildfire protection plan (CWPP).
2. **If answered "updating a current CWPP,"** please provide the name and date of the CWPP.
3. **Planning Area Map:** Provide a 1-page map showing the planning area (boundary of CWPP planning area).
4. **Consultation/Partnering:** Indicate that you have collaborated with a local forestry, fire protection district, or governmental wildfire, forest, or grasslands expert.

C. Project Goals and Objectives

Briefly describe the community or communities (e.g., towns, watersheds, fire protection districts, HOA communities) this plan will encompass. Describe the challenges this plan will address (e.g., prevention and preparedness, suppression and response challenges, egress and ingress, outreach and education, and vegetation).

D. Budget Matching Contributions (Fillable table in application)

Refer to [Exhibit A](#) for specific budget information and guidelines.

This section shows matching share only.

1. **Matching contributions** must be 50% of the total project budget (grant request and matching contribution).
2. **All matching funds**, including in-kind match, must be clearly quantified in Section F. Budget Narrative.
3. **Contributors**-Specify the name of each match contributor and the dollar amount of each contribution.
4. **Hard/Cash match** (dollars) is defined as direct funds made available to the project applicant or fiscal agent (can include other local, state, or federal grant funds, contributions from HOA boards, or other institutions).
5. **Soft/In-kind match** includes donated supplies, staff time or volunteer time directly related to the project.

E. Total Project Budget (Fillable table in application)

This section shows the entire budget for the proposed project.

1. **SFMG Share Amount Requested column**: breakout county grant funds being requested. If not using a budget line item enter a "0".
2. **Match columns**: Dollar amounts from Table D should match in these totals.

F. Budget Narrative

Use the budget line items identified in Table E (SFMG funding request and matching contributions). Be clear and concise in your descriptions. Ensure that budget narrative amounts match the total budget numbers in Table E.

1. **Personnel/labor**- personnel time such as a CWPP lead or project manager can be funded if the time is tied to the development of the CWPP.
2. **Supplies/materials**- supplies can include outreach and education materials directly related to community engagement and public outreach events.
3. **Contractual services**- total contractual costs for hiring a consultant to update or develop a CWPP.

G. Project Area Description & Challenges

Describe the planning area including, but not limited to, the approximate acres, approximate population, number of homes, names of subdivisions and HOAs, and critical infrastructure. Briefly describe the challenges that the development or update of the CWPP will address.

H. Scope of Work

Describe the Scope of Work for the planning project. Discuss the plan being drafted and provide details on how the plan will be developed. Include information such as, but not limited to, how a core team of stakeholders and partners will be formed, the number of community engagement meetings to be held, the type of wildland risk assessment to be conducted, and the process for project identification and prioritization.

I. Strategic Value of Project

Describe how the development of this plan will benefit residents and communities in the planning area. Describe how this planning process will engage key stakeholders, partners, and residents and incorporate public input into the final document. Describe how the plan will strengthen community collaboration throughout the planning area and the county (i.e., coordination with other local and county CWPPs). Briefly discuss how this plan will be used to identify and prioritize projects that are strategic, feasible, and achievable.

J. Partners and Contributors

List all stakeholders and partners contributing to this planning process.

K. Timeline

Provide a timeline for the project including project beginning and end dates as well as project milestones and deliverables, with specific targets for completion.

L. Project Sustainability

Describe how the CWPP will be monitored and maintained, as well as how you will keep the plan relevant and up to date as a living document (e.g., outreach and education efforts, tracking, and updating).

M. Socially Vulnerable Community

Please describe how the development or update of this CWPP will identify, include and address socially vulnerable populations within the planning area. What are the expected benefits for the socially vulnerable communities as a result of the CWPP?

Social vulnerability is the disproportionate susceptibility of some groups to the negative impacts of natural hazards or disasters. This susceptibility has its roots in historical and structural discrimination often created and maintained through government policies. Boulder County is committed to addressing these inequities.

Some populations identified as being more vulnerable are older adults, children, people in underrepresented racial or ethnic groups, people with limited English proficiency, people with low or no incomes, people with disabilities, and people with medical illnesses.

How to Apply

Required Grant Packet Checklist:

1. Application
2. Project Map

Submit:

Please combine the grant application and allowable supporting documents into single PDF or compressed zip folder and submit via email to the CPP Wildfire Team Grants Administrator at cppwildfiregrants@bouldercounty.gov

Application Timeline:

Request for Applications (RFA) Release	April 24, 2025
Application Deadline	June 6, 2025
Anticipated Award Notification Date	July 15, 2025
Project completion Deadline	July 14, 2027 (2 years)

Application Review and Selection Process:

Applications will be reviewed by a selection committee of 3-5 professionals with fuels mitigation or planning expertise. Committee members will be solicited from non-governmental, local, state, or federal government stakeholder groups. The committee will evaluate, score, and rank all submitted applications and will make recommendations for project funding to the Board of County Commissioners (BOCC). Final funding approval will be made by the BOCC approximately 8 weeks after the application deadline.

Award Notification Process:

1. If project funding is approved by BOCC, a pre-award notification letter will be sent to the applicant within 1-2 weeks of approval, stating the amount awarded and discussing the next steps.
2. Upon receipt of the applicant's current W-9 (signed within the past 6 months) and final Scope of Work (SOW), the grant agreement and grant reimbursement packet will be sent to the grantee for signature and documentation of required match.
3. Match Documentation:
 - a. Applicant will confirm and commit to the grant match contributions when signing the final Grant Agreement.
 - b. If applicant receives notification that they have not secured the 50% match to the SFMG award, the applicant can reapply in the next county grant cycle.
4. If funded, the SFMG planning award will have a 2-year life span.

Project Completion Requirements:

At the completion of the project, a copy of an approved and signed community wildfire protection plan must be submitted to the CP&P Wildfire Team Grants Administrator at cppwildfiregrantsprogram@bouldercounty.gov

EXHIBIT A: BUDGET INFORMATION & GUIDELINES

The Boulder County SFMG planning grant pre-awards will be contingent upon the applicant being awarded other matching funds. If the applicant is unable to provide the required 50% match as explained below, the grant funds will not be awarded. The applicant can re-apply for funding if the required matching funds are secured at a later date.

1. There is an annual planning grant budget of \$250,000/year, two cycles, Spring and Fall, with a \$50,000 cap on individual funding requests. Up to five planning grant requests will be funded each year.
2. The SFMG program requires a 50% match, where the county will fund up to 50% of the total project budget.
3. For communities identified as Socially Vulnerable:
 - a. Social vulnerability is the disproportionate susceptibility of some groups to the negative impacts of natural hazards or disasters. This susceptibility has its roots in historical and structural discrimination often created and maintained through government policies. Boulder County is committed to addressing these inequities.
 - b. Some populations identified as being more vulnerable are older adults, children, people in underrepresented racial or ethnic groups, people with limited English proficiency, people with low or no incomes, people with disabilities, and people with medical illnesses.
 - c. A socially vulnerable community project is defined as an entire community, HOA, or large group of property owners in the same geographical area seeking to develop a local level Community Wildfire Protection Plan(CWPP).
 - d. CWPP projects in communities identified as socially vulnerable using the [CSFS Forest Atlas Social Vulnerability Index \(SVI\) tool](#) and/or [CDC SVI map \(available on our webpage\)](#) will be eligible to reduce the required match to a 25% match with SFMG providing up to 75% of the total project funding. The applicant must show they have secured matching funds via state, federal, or local grants or other funding sources.
 - e. Applicant knowledge of the local demographics and challenges is also valuable in helping to determine social vulnerability in the identified project area. If applicable, please describe in Box M (Socially Vulnerable Community).
4. Matching contributions: can be cash (hard match), in-kind (soft match), or a combination of both. Budget requests must be clearly explained in the budget narrative section of the grant application.
 - a. Cash-matching contributions may be in the form of local government, state, or federal grants or other funding sources.
 - b. Cash-matching funds cannot be used to directly pay for volunteer labor, personnel coordination, or grant administration activities, such as compiling paperwork; however, these activities are valuable and can be applied as in-kind or soft match to the project.
 - c. In-kind contributions can include volunteer time, personnel coordination, donation of supplies and materials, and community outreach events.
 - d. Applicants will be required to track hours using the Boulder County base hourly rate (Current rate is \$24.04/hour).
5. Boulder County reserves the right to award full or partial funding to successful applicants .