

2025 BOULDER COUNTY FIRE PROTECTION DISTRICT GRANT PROGRAM

Online System Instructions

All applicants must create a NEW registration in the system, even if your agency applied for a grant in the past.

Note: Our [application platform](#) 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 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 **Emergency Services 2025 Fire District Grants** option from the drop-down list and click on the “please click here.”

Boulder County Colorado

OAA-SYS®
Procurement and Grants Submission Portal

Please Log In

Open Solicitations: Fall 2025 Fire Protection District Grants (09/15/25-10/15/25)

E-mail

Password

Instructions For this Solicitation:
Organizations need to create a new account for each application round. Login details and organization information from previous rounds do not carry over. Please reach out to the staff liaison if you need help creating a new account.

- To review/download the details of this solicitation [please click here](#)
- To create an account [please click here](#)

Login

- 2) **Indicate whether 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

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

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 your 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

- 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.
Cancel Save

- 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.

Please review each of the following sections of the required reading.

- ☒ Eligibility Criteria
- ☒ Application Guidelines
- ☒ Application Questions
- ☒ Required Attachments
- ☒ Completion of Project Requirements:

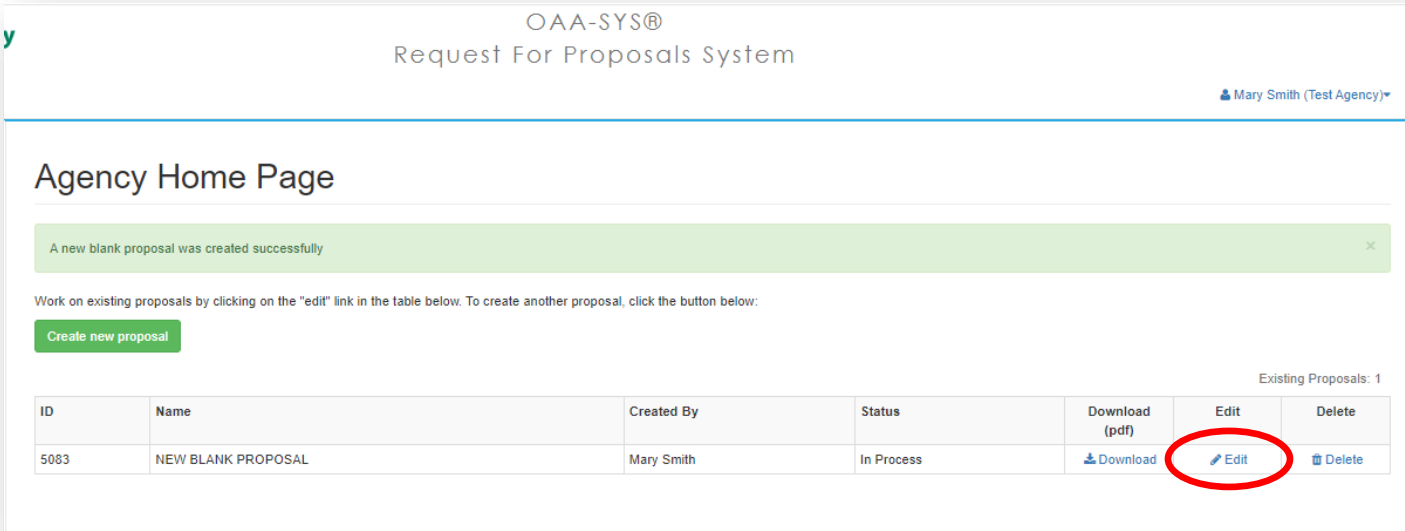
☒ I have read and understand the information in the required reading sections. Agree

Cancel

8) Click on “Create New Grant”.

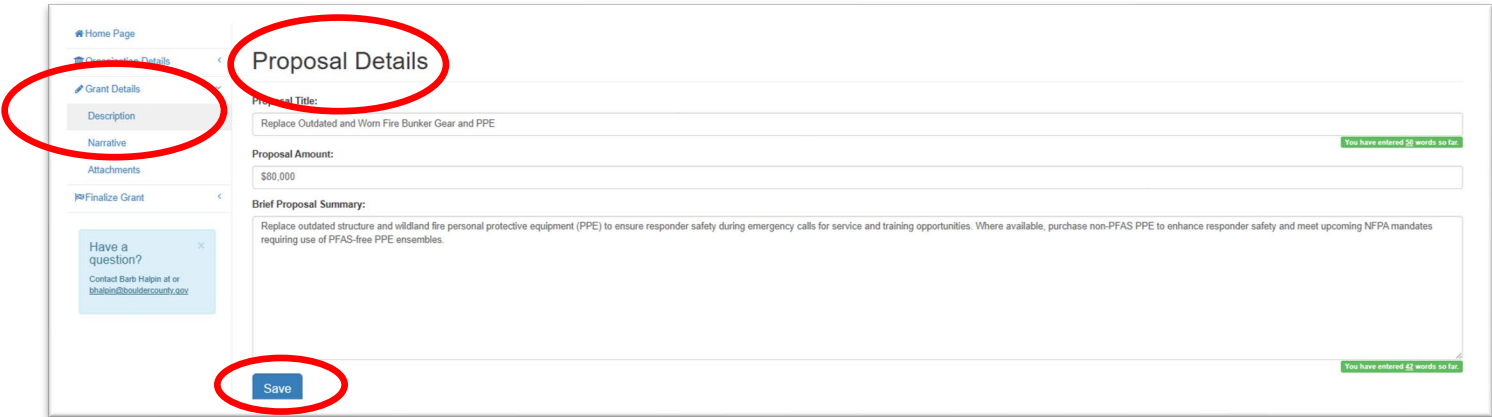


9) Click on “Edit” NEW BLANK PROPOSAL to name and start proposal.

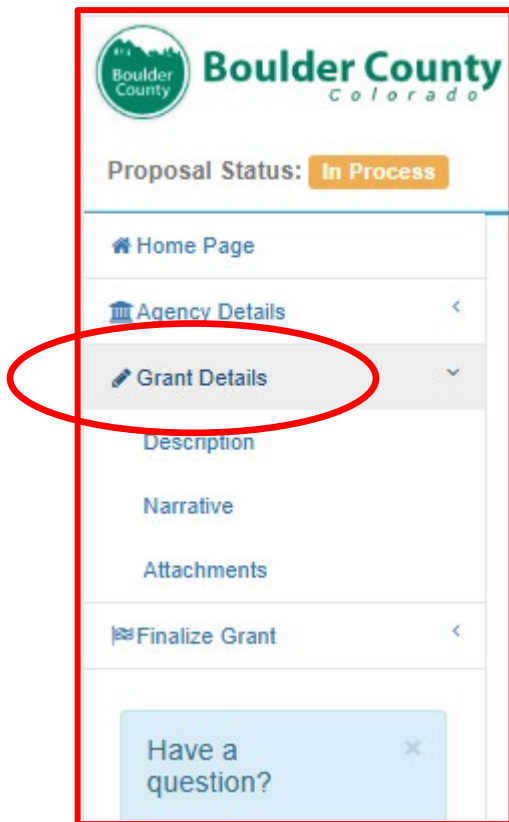


10) PROPOSAL TITLE & AGENCY/ORGANIZATION DESCRIPTION:

Fill in the Proposal (Project) Title, Total Dollar Amt., Brief Summary and Click “Save”



B. BEGIN THE APPLICATION

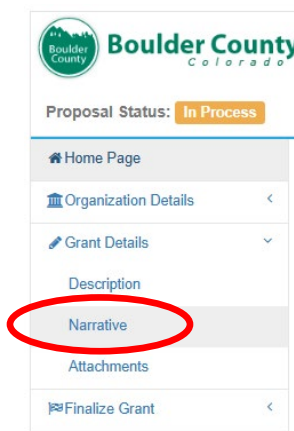


The proposal response sections are accessed on the left navigation bar of the screen. You can work on any section in any order, **just be sure to hit SAVE!**

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

- 1) **NARRATIVE SECTION:** Return to the left navigation bar under “Grant Details” to work on the **NARRATIVE** questions.

Please 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.



Each question has a save button.

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)

2) Upload/Attach Documents

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Colorado

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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 blank record of the documents you wish to upload. Then use the "edit" link in the table to describe and upload the document. 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	Itemized Estimated Costs (see Ques.10 for details)	Add Now
------------------------	--	-------------------------

- 3) 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

- 4) Enter Organization Information

Boulder County Colorado

OAA-SYS®
Request For Proposals System

Proposal Status: In Process

Home Page

Organization Details

Organization Information

Contact Information

Grant Details

Finalize Grant

Have a question?
Contact Barb Halpin at or bhalpin@bouldercounty.gov

Agency Information

Agency Name

DBA Name: (if different)

TEst

General Areas/District/Jurisdiction(s) served:

Please limit your description to 25 words.

Federal Employer ID Number (FEIN):

XX-XXXXXX or XXX-XX-XXXX

Year Established:


Website Address (if applicable):

https://

Save

You have entered 0 words so far

- 5) **Enter Applicant/Contact Names & Titles: Two Names.** Include the lead administrator, treasurer, or president—the person authorized to sign the grant agreement and receive payments—along with the fire chief’s contact information and the person to contact for follow-up questions about the application.



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Proposal Status: **In Process**

R

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Contact Information

Please identify the relevant individuals who will serve as the point of contact

- Person Authorized to Submit on the Company's Behalf - REQUIRED
- Fiscal/Accounting contact - REQUIRED
- DO NOT USE

[Add new contact](#)

- 6) **Validate and Submit Proposal**



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Proposal Status: **In Process**

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Validate
Submit
Print

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

The screenshot shows a web interface titled "Proposal Validation" with a sub-header "Validation Results". A red banner at the top states "Errors Found: 6" and "Errors must be resolved before you can submit this proposal." Below this, a list of error categories is shown: "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, revealing 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."

- 8) Click on “Submit Proposal”

The screenshot shows the same "Proposal Validation" interface, but the "Validation Results" section now displays a green banner with the message: "Congratulations! Your request validated successfully and is ready to be submitted."

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

Confirmation

The following proposal was submitted successfully

RFP/SOQ	TEST RFP
Agency	Test Agency
Proposal	TEST PROPOSAL
Submitted Date	3/12/2023 10:32:19 AM -07:00
Submitted Name	Mary Smith
Submitted Email Address	ccross6234@gmail.com
Status	Submitted

[Home](#)

- 10) 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