2025 BOULDER COUNTY FIRE PROTECTION DISTRICT GRANT PROGRAM
Online System Instructions

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

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 <mark>Emergency Services 2025 Fire District Grants</mark> option from the drop-down list and click on the "please click here."**

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	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) 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

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.**
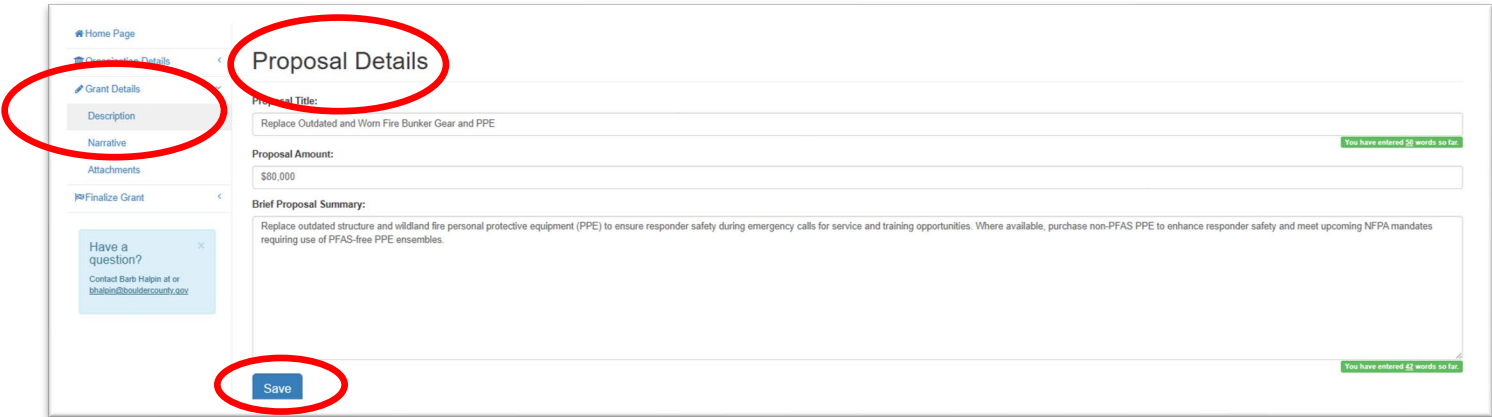
8) Click on "Create New Grant".

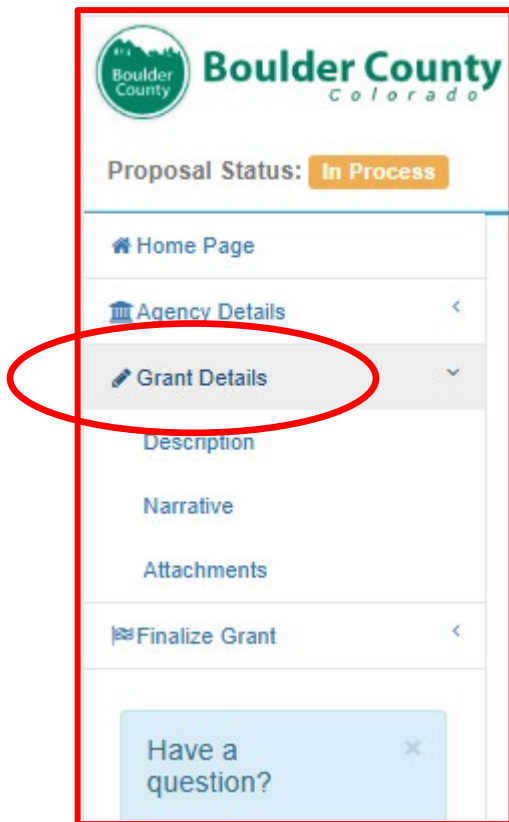**9) Click on "Edit" NEW BLANK PROPOSAL to name and start proposal.**
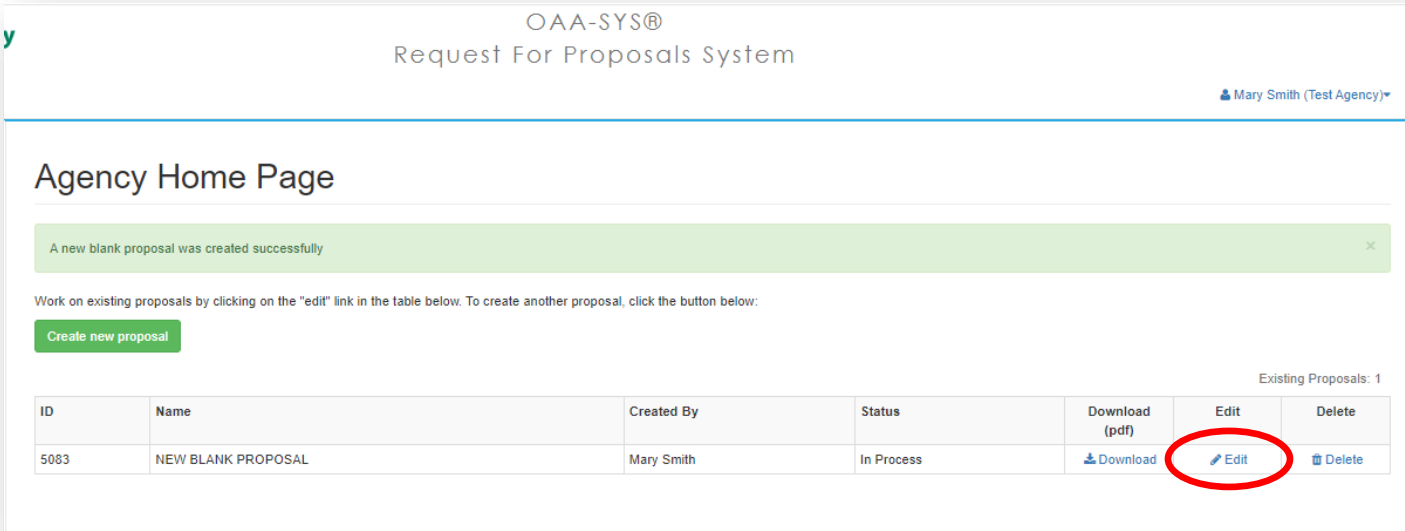
10) PROPOSAL TITLE & AGENCY/ORGANIZATION DESCRIPTION:

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.
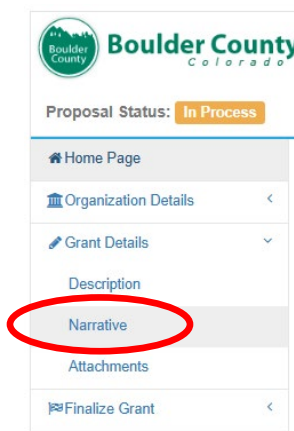
Each question has a save button.

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

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 blank 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]

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.

You have entered 0 words so far.

Federal Employer ID Number (FEIN):

XX-XXXXXXX or XXX-XX-XXXX

Year Established:

Website Address (if applicable):

https://

Save

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.

6) **Validate and Submit Proposal**

7) 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.

8) Click on "Submit Proposal"

Proposal Validation

Validation Results

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!**

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