

Fall 2026 Boulder County Fire Protection District Grant Program

Step-by-Step Online Portal Instructions

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

Note: Our [application portal](#) 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. The deadline to apply is Tuesday, Oct. 13, by 5 p.m.**

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 Current Grant Cycle option** from the drop-down list and click on the **“please click here”** to create an account.

Boulder County
CAA-SYS®
Procurement and Grants Submission
Portal

Please Log In

Open Solicitations: Fire Protection District Grants

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](#)
- Already have an 8-digit Organization Registration Code? [Click here](#)

Login

- 2) Indicate whether you can submit a proposal on behalf of your organization. Select “Agree” and Click Submit.

Terms and Conditions

Grant Proposal: Fire Protection 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.”

The screenshot shows a web form titled "Enter Your Agency Registration Code". It has two sections: "Agency Already Registered?" and "Agency Not Registered?". The "Agency Not Registered?" section contains a green button labeled "Create Agency Profile" which is circled in red. There is also a "Cancel" button at the bottom.

- 4) Complete the required fields and click “Create Agency Profile”

The screenshot shows a web form titled "Register Your Agency: TEST RFP". It contains various input fields for agency information: Legal Name of Agency, DBA Name, Address (Street, Suite/Floor, etc.), City, State (dropdown menu), ZIP, Phone Number, Ph Extension, Fax Number, Your Email Address, and Re-enter Your Email Address. At the bottom, there is a green button labeled "Create Agency Profile" which is circled in red, and a "Cancel" button.

- 5) The system will provide you with 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

The screenshot shows the "Enter Your Agency Registration Code" form. At the top, there is a green success message box that says: "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." A blue arrow points from the code "PKGK-CZ3XR" in the message to the "Agency Registration Code" input field in the form. The input field is circled in red. Below the input field is a green button labeled "Create Agency Profile" and a "Cancel" button at the bottom.

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."

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 affirm 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.

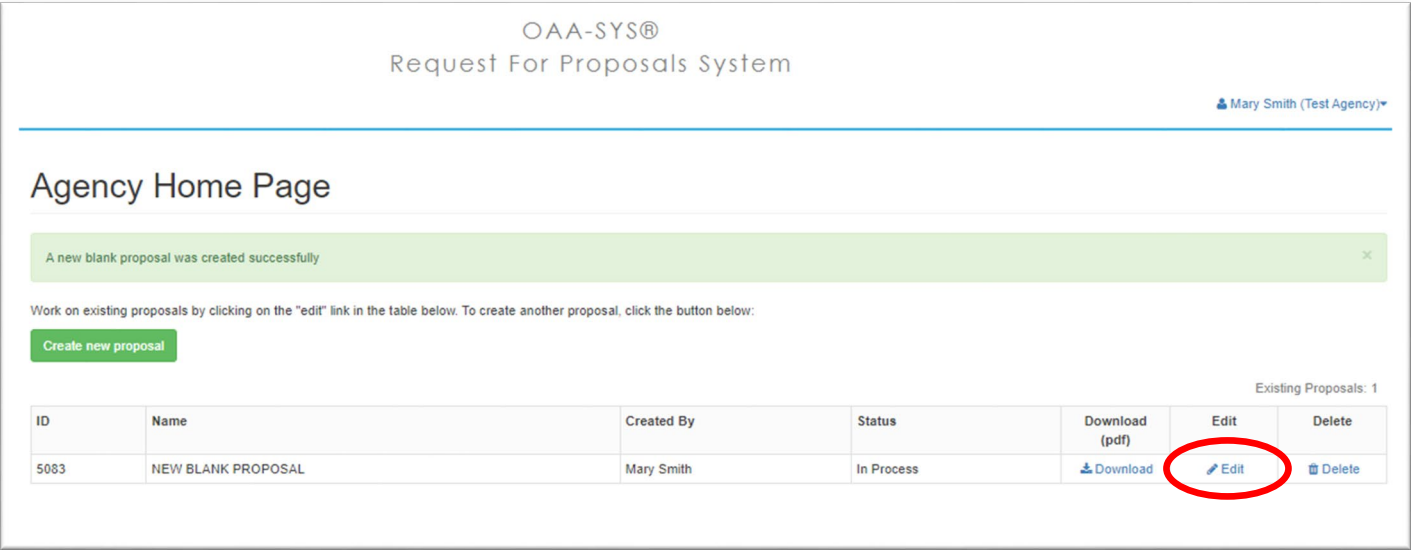
Agree

Cancel

8) Click on “Create New Grant.”



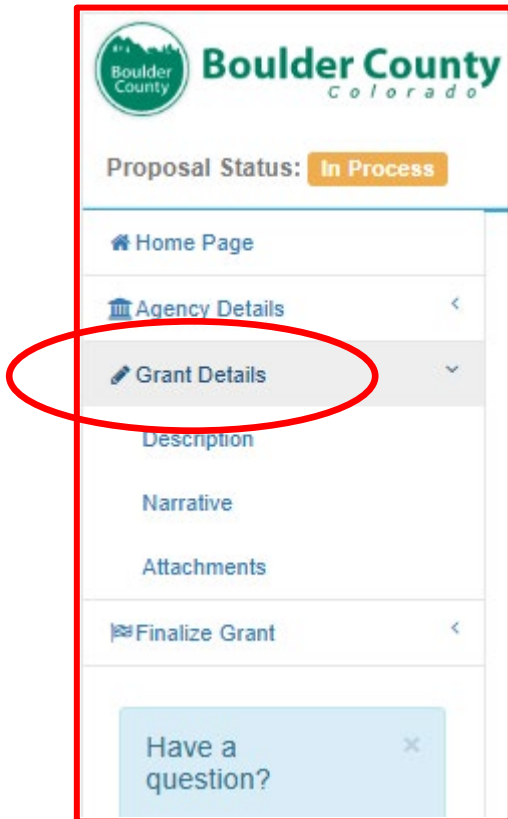
9) Click on “Edit” NEW BLANK PROPOSAL to name and start proposal. **Be sure to name your proposal at this point**



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

A screenshot of the 'Proposal Details' form. On the left is a sidebar with navigation links: Home Page, Organization Details, Grant Details, Description (selected), Narrative, Attachments, and Finalize Grant. The main form area has three sections: 'Proposal Title' with a text input field containing 'Replace Outdated and Worn Fire Bunker Gear and PPE'; 'Proposal Amount' with a text input field containing '\$80,000'; and 'Brief Proposal Summary' with a text area containing 'Replace outdated structure and wildland fire personal protective equipment (PPE) to ensure responder safety during emergency calls for service and training opportunities. Where available, purchase non-PFAS PPE to enhance responder safety and meet upcoming NFPA mandates requiring use of PFAS-free PPE ensembles.' There are word count indicators: 'You have entered 55 words so far' and 'You have entered 42 words so far'. A blue 'Save' button is at the bottom left.

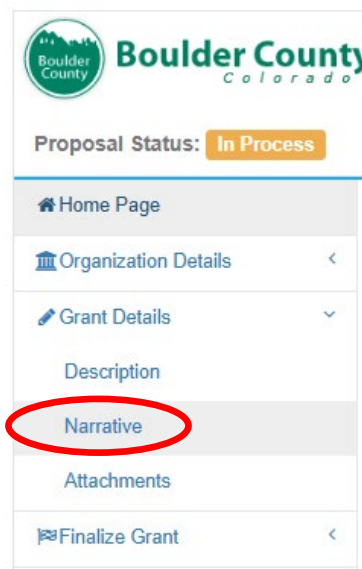
B. BEGIN THE APPLICATION



Filling out 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.**
- **NOTE:** If the navigation pane collapses, simply click on the carrot (down arrow) on the right of the section to expand the section options.
- 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.

- 1) **Narrative Section:** Return to the left navigation bar under “Grant Details” to work on the Narrative questions. 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. **Be sure to edit and name each document in a way that indicates its description BEFORE you upload the file.**

Boulder County Colorado Request For Proposals Syst

Proposal Status: **In Process**

Home Page Agency Details Grant Details Description **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.

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

3) Give each document a Title (name) 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

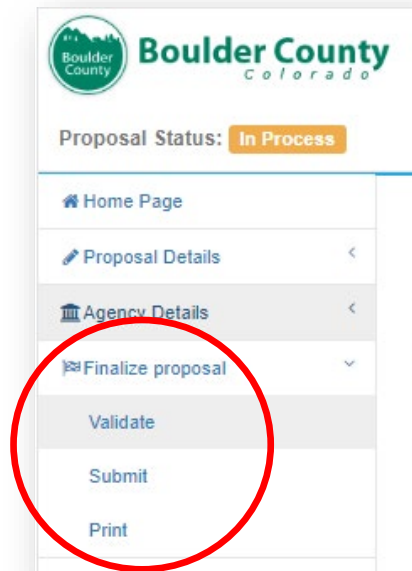
4) Enter Organization Information

The screenshot shows the 'Agency Information' form in the OAA-SYS Request For Proposals System. The left sidebar contains a menu with 'Organization Details' expanded, showing 'Organization Information' (highlighted with a red circle and a red arrow), 'Contact Information', 'Grant Details', and 'Finalize Grant'. The main form area includes fields for 'Agency Name' (containing 'TEst'), 'DBA Name: (if different)' (containing 'TEst'), 'General Areas/District/Jurisdiction(s) served:' (with a 25-word limit), 'Federal Employer ID Number (FEIN):' (with a placeholder 'XX-XXXXXXX or XXX-XX-XXXX'), 'Year Established:', 'Website Address (if applicable):' (with a placeholder 'https://'), and a 'Save' button. A green status bar at the bottom right indicates '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.

The screenshot shows the 'Contact Information' form in the OAA-SYS Request For Proposals System. The left sidebar contains a menu with 'Agency Details' expanded, showing 'Agency Information' and 'Contact Information' (highlighted in yellow). The main form area includes the heading 'Contact Information', a prompt 'Please identify the relevant individuals who will serve as the point of contact', a list of required contacts: 'Person Authorized to Submit on the Company's Behalf - REQUIRED', 'Fiscal/Accounting contact - REQUIRED', and 'DO NOT USE', and an 'Add new contact' button. A green status bar at the bottom right indicates 'You have entered 0 words so far'.

- 6) Validate and Submit Proposal. First, click on **Validate** to show status of completed fields. Then, click on **Submit** after validation is finalized.



- 7) The Validation tool will show you any errors 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

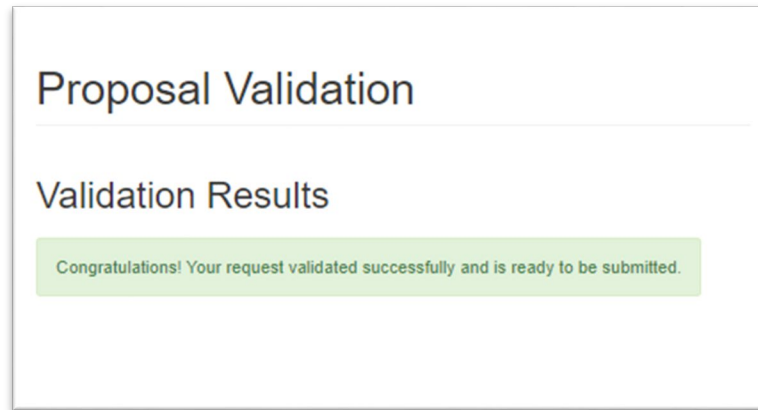
The INCEPTION DATE of your agency is required

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

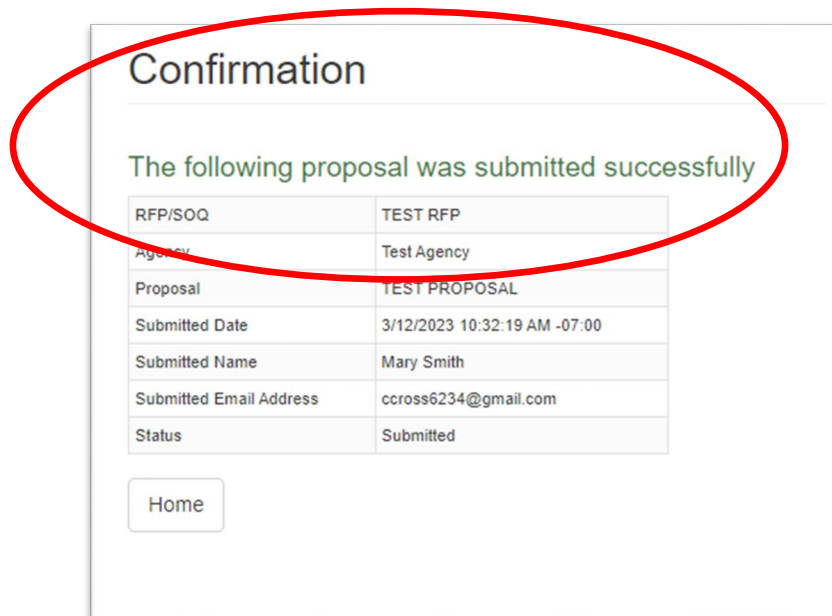
You must include the PERSON AUTHORIZED TO BID ON THE COMPANY'S BEHALF contact person in your list of contacts.

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



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

