

July 14, 2003

To Whom It May Concern-

The Colorado State Forest Service has received a grant for developing the economic use of wood material resulting from forest restoration and fire mitigation. These cost-share grants are available to state, tribal and local governments, communities, small businesses, and non-profit organizations. Specific eligibility requirements are included in the enclosed application package.

Not all applicants will be successful, as funds are limited and grants awarded on a competitive basis. Applications need to be turned in by **AUGUST 18, 2003**. Successful applicants will be notified by September 1, 2003.

If you are interested in applying for a National Fire Plan Community Assistance Grant, please complete the enclosed application and return to:

National Fire Plan Grants Program
Montezuma County
109 West Main Room 302
Cortez, CO 81321
Attn: Carla Harper

Please let me know if you are applying for this grant at 970-491-8660. If you would like additional information, please contact Carla Harper at 970-565-6061 or Bob Dettmann at 303-275-5741.

Sincerely,

A handwritten signature in cursive script that reads "Mike Babler". The signature is written in dark ink and includes a small flourish at the end.

Mike Babler
District Forester

Date: June 27, 2003

**Subject Colorado National Fire Plan Community Assistance Grants
: Program
Fiscal Year 2003 Call for Proposals**

**To: District Foresters, Forest Supervisors and Community
Leaders**

REPLY DUE August 18

The Colorado State Forest Service and Rocky Mountain Region State and Private Forestry are partners in offering the National Fire Plan Community Assistance Grants Program. The emphasis of this program is economic usage of wood material resulting from fire mitigation and forest restoration. There are many types of projects that can support this overarching goal. See the list below for eligible type projects. All proposals must demonstrate collaborative efforts. This letter is a request for eligible applicants to submit projects for FY 2003 program funding consideration. The FY 2003 program will fund grants ranging from \$10,000 to \$50,000. This letter and attachments describe eligible activities, application process, timelines and evaluation criteria that will be used to select and fund project activities. You should review this package, conduct outreach to interested and eligible communities, tribes and organizations and ensure that proposals are received by August 18. Interested applicants are encouraged to submit their highest priority projects for funding consideration. Proposals will be evaluated and funding awarded on a competitive basis. Notification of successful applications will occur by September 1. Awards are expected to be made by September 30.

ELIGIBLE APPLICANTS

This request is directed to state, tribal and local governments, communities, small businesses, and non-profit organizations. Applicants **must** meet the following criteria:

Projects must be eligible for Rural Development funding as set out by the USDA Forest Service (USDA) Rural Community Assistance Program, and illustrate a collaborative approach to implementation. Awards shall be subject to federal assistance requirements. Information regarding federal funding can be obtained from the Office of Management and Budget (OMB). Circulars are available through the Internet at the following address:

<http://www.whitehouse.gov/omb/grants/>. Circulars applicable to Rural Development are OMB Circular A-21, A-122, A-87, F.A.R. Part 31.202, A-110, A-102 and A-133.

Indirect costs may not exceed 10% of the total project budget.

Projects must contain a **non-federal cash and/or in-kind match** of at least 20% of the **total** project cost. Example - \$50,000 (request) x 20% divided by 80% = **\$12,500 match required. Total cost of project = \$62,500.** Applying organizations or businesses must ensure fiscal accountability and the following assurances upon award:

- Certification regarding debarment
- Certification regarding drug free workplace
- Disclosure of lobbying activity
- W9 Form

ELIGIBLE EXPENDITURES

Eligible expenditures include labor, supplies, travel, materials and equipment. Equipment purchases in excess of \$5,000 require federal ownership and will not be made for private business use alone. Purchases of land and buildings are not eligible expenditures.

ELIGIBLE PROJECT EXAMPLES (Not Comprehensive)

- Completion of market or feasibility studies relating to biomass or small diameter utilization. Examples include biomass to energy applications, compost, pulp, landscaping mulch, animal bedding, wood in transportation such as vehicular or pedestrian bridges, round timber construction demonstrations such as visitor centers, kiosks, park shelters, buildings framed with small diameter materials. Significant technical assistance may be available to assist in development and implementation of such projects.
- Business or marketing plans for expansion or start-up of businesses
- Organization of business cooperatives
- Support for community development staff to perform specific activities
- Demonstrations that expand existing markets or develop new markets for wood products resulting from fuels removal or showcase harvest and processing equipment, technologies, and market applications.
- Programs designed to promote recognition of Colorado or restoration derived wood products
- Community fire planning efforts that address the commercial use of biomass or small diameter wood

INELIGIBLE PROJECT EXAMPLES

- Academic Research
- Federal or state salaries
- Purchase of equipment in excess of \$4,999 (additional may be part of match but not sole purpose of federal funds)

PROJECT DURATION

The award period will extend from the date of approval by the Colorado State Forest Service for a period not to exceed December 30, 2004.

AWARD TERMS

- A. Extensions of awards will not be made past December 30, 2004.
- B. Awards may be terminated by either party upon thirty days notice in writing to the other party. In addition, it is mutually understood and agreed that CSFS may terminate its involvement in the project for failure to continue to meet CSFS criteria, as set forth in the grant application, breach of any of the terms of the award, and/or irreconcilable differences.
- C. CSFS will be free from any and all claims or causes of action whatsoever resulting from the obligations undertaken by it under awards or resulting from the work provided for awards.
- D. Acceptance of funding may be considered income by the IRS. Tax advisors should be consulted.

ADMINISTRATIVE REQUIREMENTS

A. Proposing entities ("offerors") will examine all contract documents, noting particularly all stipulations that in any way affect the work. Failure of an offeror to acquaint itself fully with the amount and nature of the work required to fulfill all terms of the contract documents will not be considered as a basis for extra compensation after a contract has been awarded.

B. If an offeror finds discrepancies, omissions, or ambiguities in the contract documents, it will at once notify Colorado State Forest Service (CSFS), which will send written corrections or explanations to all offerors. CSFS will not be responsible for any oral instructions.

C. If an offeror's proposal substantially adds to, subtracts from, or otherwise changes the provisions of this request, the proposal will be void.

D. Proposals must certify that all entities responsible for authorizing the activities of the offeror have agreed that their proposal should be submitted as written.

PROPOSAL APPLICATION PROCEDURE

All proposals shall be on white 8.5 x 11" paper. Please do not enclose material in folders or binders and do not enclose unsolicited materials. Please submit six (6) copies of the proposal at the address written below. The proposals are restricted to a five (5) page single sided, single spaced, 12-point type document (excluding the appendices) that includes a complete one page budget and cover sheet (see attached form). Each proposal must be received no later than 4:30 p.m., MST, August 18, 2003. Absolutely no exceptions will be made for proposals not received by the appointed time. Proposals may not be sent by facsimile or e-mail.

**National Fire Plan Grants Program
Montezuma County
109 West Main Room 302
Cortez, CO 81321
Attn: Carla Harper**

Questions regarding this grants program should be directed to Carla Harper, Colorado State Forest Service Program Coordinator (970) 565-6061 or Bob Dettmann, US Forest Service State and Private Forestry (303) 275-5741.

/s/ Jim Hubbard

2003 GRANT APPLICATION PACKAGE

1. COVER SHEET (use attached form)
2. PROJECT NARRATIVE - The narrative should explain the following:
 - a. What are the project's objectives?
 - b. Describe in detail the proposed project. What will be accomplished? How does the project contribute to economic usage of fire mitigation or restoration work? Does the project require access to federal lands or timber? If so, what kind of commitment do you have from your federal partner?
 - c. What is the Project funding history? Is the proposed project a current or previous recipient of any other federal grant program? If yes, please explain why additional funding is needed and how the requested funding will help this project become a sustainable forest based enterprise or complete a program of work started under a previous grant.
3. COLLABORATION/PROJECT PARTNERS
 - a. Who are the partners and what will each partner contribute to the proposed project?
 - b. How will the Partners accomplish their role?
 - c. Collect letters of commitment describing the specific support to be provided by the project partners and include them in your packet.
4. PROJECT BUDGET
 - a. Total Projected Costs by Category (categories include: personnel, equipment, consultant, supplies, administration, indirect.)

Sample Budget
Wood Products Cooperative – FY 2003

Budget Category Activity	Unit Cost (dollars)	# of Units	Federal Portion (dollars) Requested	Match/In-Kind Cash and Source	Total
Personnel					
Coordinators	\$10.40/hour for 1 year	2	\$ 20,000	\$20,000 (in-kind personnel time)*	\$40,000
Consultant					
Legal fees	\$50/hour	30 hours	\$ 1,000	\$500 (Womble and Carlyle)	\$1,500
Equipment					
Computer	\$1,500	1	\$ 1,000	\$500 (State agency X)	\$1,500
Total			\$22,000	\$21,000	\$43,000

- b. Show what kind of match will be used; is it cash or in-kind services? If in-kind, what type is it - personnel, equipment, supplies etc? (Ask yourself--Is the funding adequate to support the project? Are the costs reasonable in relationship to the project's objectives?)

5. APPENDICES (in addition to 5-page limit)

- a. Resumes of key project manager(s).
- b. Letters of Support from community leaders, community groups, agencies, etc.
- c. Letters of commitment from declared partners.

Evaluation Criteria Rating System

(Do not respond. For agency rating only.)

1. Situation

Will the proposal address economic usage of wood material resulting from fire mitigation and forest restoration?

High

- The need is clearly defined.
- Planning is complete or at the appropriate stage of sequential planning.
- This funding is critical to improving community and/or tribal capacity to address the need.

Low

- The need is not clearly defined.
 - No planning has been done, or this project is not the appropriate stage of sequential planning.
 - This project can best be funded through other programs that better fit its goals. Community capacity in the area/community is good and there is not a strong need for assistance.
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2. Project Design

How clearly defined is the project work plan and does it demonstrate the involvement of key partners?

High –

- Project has well defined tasks , time frames, key roles of agencies, tribal, individuals, and community partnerships identified and documented.
- Budget is well defined with match reflecting partnership capabilities.

Low –

- The project is loosely defined without clear tasks, time frames, key roles and partners identified.
 - Budget is not well defined and budget does not reflect partnership capabilities.
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3. Benefits and Sustainability

Are outcomes clearly identified and tied to long-term economic diversification, forest product utilization, capacity building, and job creation?

How will the proponent do outreach and how will project implementation efforts ensure involvement of interested and affected public?

High –

- Project will clearly build the community's/tribe's capacity to help itself plan and implement strategic objectives.
- Project will clearly establish new, or expand existing, businesses/markets in the economy, contributing to economic diversification and living wage jobs. The area or community has a strong need for these businesses, markets, and jobs. There is strong evidence that this project or its outcomes will be self-sustaining in the future.
- Project has written agreements or letters of commitment to purchase forest products generated by the proposal.
- Project identifies how implementation will ensure Civil Rights and access to public benefits.

Low –

- Project does not demonstrate connection to community/tribe capacity building, economic diversification or job creation. These jobs, businesses, and markets are not critical components in the community or area economy. There is no evidence that this project or its outcomes will be self-sustaining in the future.