



## Office of Administrative Services

207 Fourth Ave. North  
Kelso, WA 98626  
TEL (360) 577-3065  
FAX (360) 423-9987

[www.co.cowlitz.wa.us](http://www.co.cowlitz.wa.us)

Board of County Commissioners  
Arne Mortensen District 1  
Dennis P. Weber District 2  
Richard Dahl District 3

May 14, 2023

## Secure Rural Schools Project Solicitation

### Cowlitz County Federal Forest Program

Cowlitz County is requesting information if your organization wishes to initiate any projects that might qualify for funding under Title III, Secure Rural Schools and Community Self-Determination Act, as re-authorized.

**Eligible activities** are restricted to the following:

Activities under the **Firewise Communities program** to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing, techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires.

Reimbursement to a participating county for **search and rescue** and other emergency services paid for by the county and performed on national forests after the date on which the use was approved as required in the Act.

**Training costs and equipment purchases** directly related to emergency services for search and rescue performed on national forests.

Development or updating **community wildfire protection plans** in coordination with the Forest Service acting on behalf of the Secretary of Agriculture.

Providing broadband telecommunications services at local schools; or the technology and connectivity necessary for students to use a digital learning tool at or outside of a local school.

There is approximately **\$20,000** available for eligible projects. The Board of Commissioners may award some or all this allocation and may fund one project or several smaller projects.

**Project information must be submitted no later than 4:30 p.m. on Thursday, June 6, 2024.** Submit projects proposals to Admin Services, Cowlitz County, 207 4<sup>th</sup> Ave N, room 308, Kelso, WA 98626, on the attached forms provided by the County or by emailing [adminserviceshared@cowlitzwa.gov](mailto:adminserviceshared@cowlitzwa.gov)

The Board of Commissioners anticipates they will hold a Public Hearing on **Tuesday, July 30, at 9:45 a.m., in the Commissioners' Hearing Room, County Admin Bldg, 207 4<sup>th</sup> Ave N, Kelso, WA**, to consider projects. On June 6, 2023, to July 22, 2024 there will be a 45 day written public comment period on the projects presented.

For additional information about the Federal Forest Payments Program, contact Kathy Funk-Baxter, County Finance Manager at (360)577-3065, Ext 6984 or visit: <https://www.fs.usda.gov/working-with-us/secure-rural-schools/categories>

## Cowlitz County – 2024 Project Requests

### Secure Rural Schools and Community Self-Determination Act of 2000 As Amended and Re-authorized Title III Project Submission Form Instructions

- Cowlitz County is the recipient of federal forest monies pursuant to the Secure Rural Schools and Community Self-Determination Act of 2000, as re-authorized. These funds are restricted to specific uses.
- **Cowlitz County has approximately \$20,000.00 available for award in calendar year 2024.**
- If you or your organization has a project for consideration by the Board of Commissioners, **complete the Title III Project Submission Form and submit to the Cowlitz County Office of Financial Management, Room 308 on or before 4:30 p.m. Thursday, June 6, 2024. Forms may be submitted electronically as well to [adminserviceshared@cowlitzwa.gov](mailto:adminserviceshared@cowlitzwa.gov)**

#### GENERAL INSTRUCTIONS

- A. The form is generally self-explanatory. Much of the information requested on the form is required in order to determine if your project meets the federal funding requirements.
- B. Use as few abbreviations as possible and minimize the use of technical jargon that may not be widely understood. Remember that the people making decisions about these projects come from a wide variety of backgrounds.
- C. If a project area map is attached, as described under Specific Instruction #10, please submit a map reproducible in black and white, preferably in 8 ½” x 11” format.
- D. The Project Submission Form should be submitted to the Cowlitz County Office of Financial Management (OFM) on or before 4:30 p.m., **June 6, 2024**. The Cowlitz County Board of Commissioners will hold a public meeting on July 30, 2024 at which time you may be asked to present an overview of your project. The projects will be taken under advisement and the public meeting may be continued to provide time for the Commissioners to consider proposed projects. *A final decision on funding is expected on or after July 30, 2024.*
- E. For information only: Cowlitz County must provide a 45-day public comment period following publication of a description of the proposed project(s). The projects will then be submitted to the Resource Advisory Committee for notification purposes only. Notice of approved projects will also be submitted to the Secretary of Agriculture, or the Secretary of the Interior (Bureau of Land Management), as appropriate, by **October 31, 2024**.
- F. Upon request, a copy of Secure Rural Schools and Community Self-Determination Act of 2000 As Amended and Re-authorized, is available from the County Office of Financial Management.
- G. County Contact: Kathy Funk-Baxter, County Finance Manager  
Cowlitz County, Office of Financial Management  
207 4<sup>th</sup> Avenue North, Room 308  
Kelso, WA 98626  
Telephone: 360-577-3065, ext. 6984  
E-mail: [adminserviceshared@cowlitzwa.gov](mailto:adminserviceshared@cowlitzwa.gov)

## SPECIFIC LINE ITEM INSTRUCTIONS

1. **Project Name.** Provide a *Project Name* that is short, yet descriptive.
2. **Date Submitted.** Enter the *Date* of project submission.
3. **Project Sponsor.** Identify the name of the entity, individual, or group proposing the project. If several collaborators are involved specify the primary *Project Sponsor* only, and provide a list of other collaborators in Box 12 – “Project Description.”
4. **Contact Person/Title.** Provide the name and title of the person to be reached for further information, if necessary.
5. **Sponsor’s Mailing Address:** Provide the primary *Project Sponsor’s* mailing address.
6. **Sponsor’s Telephone Number.** Provide the primary *Project Sponsor’s* daytime *telephone Number*.
7. **Sponsor’s FAX Number.** Provide the primary *Project Sponsor’s Fax Number*.
8. **Sponsor’s E-mail.** Provide the primary *Project Sponsor’s E-mail address*. If none, enter N/A.
9. **Signature of Sponsor or Sponsor’s Representative.** The primary *Project Sponsor* or *Sponsor’s Authorized Representative* should sign in Box 9.
10. **Project Location (attach project area map).** Submit an appropriate *Project Area Map* along with the submission form. The following information, if applicable to your project, should be contained on the map: project title; project boundary; stream names; road numbers; legal location; township, range, and section designations; scale bar; compass orientation; and legend. The map should be no larger than 8 ½” x 11” and reproducible in black and white.
  - 10a. **Watershed Name.** Provide the *Watershed Name*, if applicable.
  - 10b. **Legal Location: Township, Range, and Section(s).** Specify the *Legal Location* of the project, including all townships, ranges, and sections where the project occurs.
  - 10c. **BLM District.** Identify the appropriate *Bureau of Land Management (BLM) District*, if applicable.
  - 10d. **BLM Resource Area.** Identify the appropriate *Bureau of Land Management (BLM) Resource Area* within the district. If the project occurs within two or more resource areas, then specify and denote the lead resource area with an asterisk (\*).

10e. **National Forest.** Identify the appropriate *National Forest* unit (e.g., Gifford Pinchot National Forest).

10f. **Forest Service District.** Identify the appropriate *Forest Service District*. If the project occurs within two or more districts, then specify and denote the lead district with an asterisk (\*).

10g. **State/Private/Other Lands Involved?** Specify non-federal lands (Forest Service and BLM ownerships) included within the project area boundaries.

**11. Statement of Project Goals and Objectives.** State the *Project Goals and Objectives* in a clear, succinct manner.

**12. Project Description.** In the space allotted, provide a concise *Project Description*. Do not reiterate other descriptive details provided elsewhere in the project submission form. Be sure to highlight any unique aspects or special circumstances.

**13. Coordination of Project with Other Related Project(s) on Adjacent Lands?** Check the appropriate box. If yes, then provide a brief description of what type of coordination is needed with regard to other related project(s) on adjacent lands. Is the sequence of project implementation important for achieving a successful outcome? Will the achievement of stated project goals and objectives be contingent on the implementation of other related or complimentary project(s) on adjacent lands?

**14. How Does Proposed Project Meet Purposes of the Legislation?** Check each box that is applicable. Under the current authorizing federal statute, these are the only authorized uses for Title III funds.

**15. Estimated Completion Date.** Enter the *Estimated Completion Date*.

**16. Current Status of Project.** Indicate whether the project is ready to proceed. If not ready to proceed, describe what must be done before the project is ready and estimate a start date.

**17. Proposed Method(s) of Accomplishment.** Check the method(s) of accomplishment that apply and/or specify “other” and describe.

**18. Anticipated Project Costs.** Provide an estimate of project costs, the amount of Title III funds requested. If the project is anticipated to require the next two calendar years, indicate the amount of funding needed in each calendar year.

18a. **Total County Title III Funds Requested.** Identify the total amount of Title III funds requested. This amount will equal that identified for the Total Cost Estimate (Item 19n) in *Column B* of Table 1.

18b. **Is this a multi-year funding request?** Check “yes” or “no.”

18c. **2023 Request**. Identify total Title III funds requested in this calendar year.

18d. **2024 Request**. Identify total Title III funds requested next year.

19. **Project Budget**. Provide a detailed budget.

20. **Project Benefits**. Identify the source(s) of contribution and the amount(s) being contributed by the source(s).

21. **Coordination with Title II projects**. Explain whether and how the project is coordinated with a Title II project. For further information on Title II projects, contact the Cowlitz County Office of Financial Management.

22. **Project Dynamics**. Provide other information and describe special and unique features of the project that merit attention. (e.g. How is this project in the best public interest? Why does it merit expenditure of public funds?)

24. **Project Work Plan**. List the tasks, time frames, individuals and organizations responsible for the project.

**Cowlitz County – 2024 Project Requests**

**Secure Rural Schools and Community Self-Determination Act of 2000  
As Amended and Re-Authorized  
Title III Project Submission Form**

|   |                           |
|---|---------------------------|
| <b>1. Project Name:</b>                                     | <b>2. Date Submitted:</b> |
| <b>3. Project Sponsor:</b>                                  |                           |
| <b>4. Contact Person / Title:</b>                           |                           |
| <b>5. Sponsor’s Mailing Address:</b>                        |                           |
| <b>6. Sponsor’s Telephone No.:</b>                          |                           |
| <b>7. Sponsor’s Fax No.:</b>                                |                           |
| <b>8. Sponsor’s E-mail:</b>                                 |                           |
| <b>9. Signature of Sponsor or Sponsor’s Representative:</b> |                           |

|   |                             |
|---|-----------------------------|
| <b>10. Project Location</b> (attach project area map; reproducible in black and white, 8 ½” x 11” format) |                             |
| a. Watershed Name:  |                             |
| b. Location: Township _____ Range _____ Section(s) _____  |                             |
| Township _____ Range _____ Section(s) _____   |                             |
| Township _____ Range _____ Section(s) _____   |                             |
| Township _____ Range _____ Section(s) _____   |                             |
| Township _____ Range _____ Section(s) _____   |                             |
| Township _____ Range _____ Section(s) _____   |                             |
| c. BLM District:  | d. BLM Resource Area:       |
| e. National Forest:   | f. Forest Service District: |
| g. State / Private / Other lands involved? <input type="checkbox"/> Yes <input type="checkbox"/> No       |                             |

|   |
|---|
| <b>11. Statement of Project Goals and Objectives:</b> |
|   |

**12. Project Description:**

**13. Will this project be coordinated with other related project(s) on adjacent lands?**

No     Yes    If yes, then describe.

**14. How does proposed project meet purposes of the Legislation?**

To carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing, techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires. [Sec 302(a)(1)]

Reimburse a participating county for search and rescue and other emergency services paid for by the county and performed on national forests after the date on which the use was approved as required in the Act.

Training costs and equipment purchases directly related to search and rescue services performed on national forests.

Development or update community wildfire protection plans in coordination with the Forest Service acting on behalf of the Secretary of Agriculture.

Broadband telecommunications services at local schools or the technology and connectivity necessary for students to use a digital learning tool at or outside of a local school campus.

**15. Estimated Completion Date:**

**16. Current Status of Project:** Is the project ready to proceed? If the project is not ready to proceed, describe what must be done before the project is ready and estimate a start date.

|  |
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|  |  |
|--|--|
| <b>17. Proposed Method(s) of Accomplishment</b> (check all that apply) |  |
| <input type="checkbox"/> Contract                                      | <input type="checkbox"/> Federal Workforce |
| <input type="checkbox"/> County Workforce                              | <input type="checkbox"/> Volunteers        |
| <input type="checkbox"/> State Workforce                               | <input type="checkbox"/> Other (specify)   |

|  |          |
|--|----------|
| <b>18. Anticipated Project Costs:</b>  |          |
| a. Total County Title III Funds Requested: \$ _____  |          |
| b. Is this a multi-year funding request? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, then display by calendar year. |          |
| c. 2021 Request:   | \$ _____ |
| d. 2022 Request:   | \$ _____ |
|  |          |

**19. Project Budget**

| Project Budget Detail<br>Item      | Title III<br>Request | Applicant<br>Contribution | Other<br>Contributions<br>(identify in<br>Section 20 below) | Total<br>Amounts |
|------------------------------------|----------------------|---------------------------|---|------------------|
| Personnel                          | \$                   | \$                        | \$  | \$               |
| Fringe Benefits                    | \$                   | \$                        | \$  | \$               |
| Travel                             | \$                   | \$                        | \$  | \$               |
| Equipment                          | \$                   | \$                        | \$  | \$               |
| Supplies                           | \$                   | \$                        | \$  | \$               |
| Contractual                        | \$                   | \$                        | \$  | \$               |
| Construction                       | \$                   | \$                        | \$  | \$               |
| Other—                             | \$                   | \$                        | \$  | \$               |
| Other—                             | \$                   | \$                        | \$  | \$               |
| Total Direct Charges               | \$                   | \$                        | \$  | \$               |
| Indirect Charges (agency overhead) | \$                   | \$                        | \$  | \$               |
|                                    | \$                   | \$                        | \$  | \$               |
| <b>Total Cost Estimate</b>         | \$                   | \$                        | \$  | \$               |

**20. Identify source(s) of other funding for the project; state if cash or in-kind.**

**21. Is the project coordinated with a Title II project or other federally funded project? If yes, please describe.**

### 23. PROJECT WORK PLAN

List the tasks and time frame,  
Name individual(s), consultant(s), organization(s) responsible for the project.

Table III

| <u>Tasks</u> | <u>Time Frame—Dates</u> | <u>Responsible Party/Name</u> |
|--------------|-------------------------|-------------------------------|
|              |                         |                               |
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Return completed Project Submission form to:

Kathy Funk-Baxter, County Finance Manager  
Office of Financial Management  
Cowlitz County Administration Bldg Room 308  
207 4<sup>th</sup> Avenue North  
Kelso, WA 98626

Telephone: (360) 577-3065, ext. 6987  
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