

**SKAMANIA COUNTY**  
**TITLE III APPLICATION FORM INSTRUCTIONS**  
**For Projects funded for 2019**

Secure Rural Schools and Community Self-Determination Act (Public Law 005-141)

**GENERAL INSTRUCTIONS**

1. Complete all questions on the application form, except #1.
2. Submit completed 2019 Title III application to:  
Mailing address: Skamania County Board of Commissioners  
Attn: Debbie Slack  
P.O. Box 790  
Stevenson, WA 98648  
  
Delivery address: Skamania County Board of Commissioners  
Skamania County Courthouse  
240 NW Vancouver Avenue  
Room 15  
Stevenson, WA 98648  
  
Email address: slack@co.skamania.wa.us
3. All applications must be received in the Skamania County Commissioners Office by April 17, 2019

**SPECIFIC INSTRUCTIONS**

1. Project Number: Leave Black
2. Enter a title that is short, but descriptive.
3. List name of agency, organization, or individual sponsoring the project.
4. Provide information about the primary project contact for the sponsoring organization.
5. Project Location:
  - a. Identify where the project will be located or the area to be served in Skamania County. Attach map if the projects has a specific location.
  - b. If the project is located on the Gifford Pinchot National Forest, identify the ranger district(s) the project serves.
  - c. If the project is located on or serves locations other than the National Forest, identify the type of land the project will serve.

6. Check the appropriate uses that your project addresses. Your project must fit into at least one of the following categories to be eligible for funding:

SEARCH, RESCUE, AND EMERGENCY SERVICES: An applicable county or sheriff's department may use these funds as reimbursement for search and rescue and other emergency services, including firefighting, and law enforcement patrols performed on Federal lands and paid for by the county. To cover training costs and equipment purchases directly related to emergency services described in first sentence.

FIRE PREVENTION AND COUNTY PLANNING: A county may use these funds for (a) efforts to educate homeowners in fire-sensitive eco-systems about the consequences of wildfires and techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires; and (b) planning efforts to reduce or mitigate the impact of development on adjacent Federal lands and to increase the protection of people and property from wildfires.

7. Project Description: Describe the project in detail by addressing a. – d.
8. Describe the goals and objectives of the project by addressing a. – c.
9. Quantify what the project will accomplish and explain each anticipated accomplishment. This information will be used to help evaluate the program for selection and will be used to monitor the progress and success of the project.
10. List the date when you anticipate the project to start
11. List the date when you anticipate the project to end.
12. List any steps which must be accomplished before the project can proceed.
13. Describe the qualifications of the sponsor to conduct the project. List other similar or related projects that the sponsor has conducted.
14. List your total funding request for 2019-2020.
15. Project Monitoring:
  - a. Describe the quantifiable measures you will use to determine if you have met the goals and objectives of the project.
  - b. Describe how often you will report to the Board of Commissioners and in what format (i.e. written report only, written report/public meeting presentation, site visit)

16. Work Plan will be used to evaluate the applicant's understanding and planning for the project. It will also be used to form the basis of the scope of work in contracts with sponsors.
- 17– 27. Project Budget: This page is a summary of the project budget costs by type expenditure and by source of funding.
28. Local Project Contributions: If other agencies, organizations, individuals are providing funding for the project, identify the source and what the source is providing (amount of funding, in-kind services such as labor, materials, equipment).
29. State and Federal Contributions: If state or federal funds (other than Title III) will be used for the project, identify the source and what the source is providing (amount of funding, in-kind services such as labor, materials, equipment).
30. Attach a worksheet that shows the calculations for the budget line items (i.e. personnel positions, hours of work, personnel benefits, listing of contracted services and mounts, equipment usage and costs).