**Salmon Recovery Funding Board**

**Chehalis Basin Lead Entity Schedule - DRAFT**

**Round 19, (2018)**

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| Date | Action | Description |
| February 5 | Habitat Work Group Meeting | Conceptual Project presentations before HWG (group discussion on how to improve projects) |
| February 9 | Call for Proposals | Call for Conceptual Projects for SRFB funding. Coordinator will post all materials on website and distribute press release. Will include Conceptual Project Form and submission details. |
| March 5 | Habitat Work Group Meeting | Conceptual Project presentations before HWG (group discussion on how to improve projects). |
| March 5 | **Pre-application Workshop** | The HWG meeting will be followed by a MANDATORY pre-application workshop |
| March 19 | Call for Team Members | Call for community volunteers to join the Local Review Team |
| April 2 | **DUE DATE:**  **Conceptual Project Form** | Final Deadline to submit the Conceptual Project Form to LE Coordinator. This will allow the data stewards to assign a PRISM number to the conceptual project. Staff will forward the PRISM number to the project sponsors. |
| April 2 | Habitat Work Group Meeting | Conceptual Project presentations before HWG (group discussion on how to improve projects). Review logistics for site visits in May. |
| April 14 | Review Team Membership | Establish final Local Review Team (10-12 members at most) |
| April 18 | **DUE DATE: Draft Application** | Final Deadline for Project Sponsors to enter Draft Application into PRISM Online. |
| May 2 |  | Complete logistics for Site Visits (discussed at April LE meeting) |
| May 17-18 (pending) | Site Visits | Project site visits. Local Review Team and SRFB reviewers attend. |
| May 31- June 1 | SRFB Review Panel Initial Project Comments | RCO Grants Manager provide SRFB review panel comment forms to Lead Entities and applicants (Project Sponsors). **Applicants MUST address review panel comments through revisions to their Appendix C proposals** |

| Date | Action | Description |
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| June 4 | Habitat Work Group Meeting | De-brief Site Visits; provide additional commentary and suggestions for project sponsors to improve final applications |
| June 22 | **DUE DATE: Application** | Completed applications due in PRISM |
| June 27 |  | LE Coordinator distributes application materials to Review Panel team to allow individual pre-ranking review |
| July 2 | Habitat Work Group Meeting | Meeting date may be postponed a week due to Holiday on July 4. |
| July - TBD | Project Ranking Day | Meeting to score and rank project applications. Only Local Review Team members need attend. |
| August 6 | Habitat Work Group Meeting | Finalize Lead Entity Project List, including alternate projects to be considered for funding |
| August 9 | **DUE DATE: Final Application** | Final applications submitted by project sponsors and Lead Entity to RCO via PRISM Online. See [Final Application checklist](http://www.rco.wa.gov/doc_pages/app_materials.shtml#salmon).  Lead entities submit draft ranked lists via PRISM. |
| August 14 | DUE DATE: Lead Entity submittals due | Lead Entities submit draft ranked lists to RCO via PRISM online |
| September 7 | **DUE DATE:**  **Regional Submittal** | Regional organizations submit their recommendations for funding, including alternate projects (only those they want the SRFB to consider funding), and their Regional Area Summary and Project Matrix. |
| September 10 | Habitat Work Group Meeting | Note that this is the second Monday, due to Labor Day weekend. |
| September 18-20 | SRFB Review Panel Meeting | SRFB Review Panel meets to discuss projects, prepare comment forms, and determine status of each project. |
| September 29 | SRFB -Project comment forms available for sponsors | RCO grants managers provide the review panel comment forms to lead entities and applicants. Projects will be identified with a status of “Clear,” “Conditioned,” “Need More Information” (NMI), or “Project of Concern” (POC). |
| October 1 | Habitat Work Group Meeting |  |
| October 11 | **Due Date:** SRFBResponse to project comment forms | Applicants with projects labeled Conditioned, NMI, or POC provide responses to review panel comments through revisions to the project proposal attached in PRISM. If the applicant does not respond to comments by this date, RCO will assume the project was withdrawn from funding consideration. |
| October 23-25 | SRFB Regional area project meetings | Regional organizations, lead entities, and applicants present regional updates and discuss POCs with the review panel. |
| November 7 | **Due Date:** SRFB -Lead entity submits final ranked list | Lead entities submit ranked project lists in PRISM. RCO will not accept changes to the lists after this date. Updates submitted after this date will not appear in the grant funding report. |
| November 5 | Habitat Work Group Meeting |  |
| November 16 | SRFB -Final 2017 grant report available for public review | The final funding recommendation report is available online for SRFB and public review. |
| December 5-6 | SRF Board funding meeting | Salmon Recovery Funding Board awards grants. Public comment period available. |
| December 9 | Habitat Work Group Meeting |  |