**Salmon Recovery Funding Board**

**Chehalis Basin Lead Entity Schedule - DRAFT**

**Round 90, (2019)**

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| Date | Action | Description |
| February 4 | Habitat Work Group Meeting | Conceptual Project presentations before HWG (group discussion on how to improve projects) |
| February 8 | 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 4 | Habitat Work Group Meeting | Conceptual Project presentations before HWG (group discussion on how to improve projects). |
| March 15 | Call for Team Members | Call for community volunteers to join the Local Review Team. Will include press releases or ads in local print media to solicit volunteers |
| April 1 | Habitat Work Group Meeting | Conceptual Project presentations before HWG (group discussion on how to improve projects). Review logistics for site visits in May. |
| April 1 | Pre-application Workshop | *Pending* |
| April 2 | **DUE DATE:**  **Conceptual Project Form** | 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 15 | Review Team Membership | Establish final Local Review Team (10-12 members at most) |
| April 22 | **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 15-16 (pending) | Site Visits | Project site visits. Local Review Team and SRFB reviewers attend. |
| May 29- 31 | 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 3 | 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 1 | Habitat Work Group Meeting |  |
| July - TBD | Project Ranking Day | Meeting to score and rank project applications. Only Local Review Team members need attend. |
| August 5 | Habitat Work Group Meeting | Finalize Lead Entity Project List, including alternate projects to be considered for funding. |
| August 8 | **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 15 | DUE DATE: Lead Entity submittals due | Lead Entities submit draft ranked lists to RCO via PRISM online. |
| September 6 | **DUE DATE:Regional Submittal** | Coast Salmon Partnership submits their recommendations for funding, including alternate projects, and their Regional Area Summary and Project Matrix. |
| September 9 | Habitat Work Group Meeting | Note that this is the second Monday, due to Labor Day weekend. |
| September 17-18 | SRFB Review Panel Meeting | SRFB Review Panel meets to discuss projects, prepare comment forms, and determine status of each project. |
| September 26 | 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 7 | Habitat Work Group Meeting |  |
| October 10 | **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 22-24 | SRFB Regional area project meetings | Regional organizations, lead entities, and applicants present regional updates and discuss POCs with the review panel. |
| November 4 | Habitat Work Group Meeting |  |
| November 6 | **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 14 | SRFB -Final 2017 grant report available for public review | The final funding recommendation report is available online for SRFB and public review. |
| December 6 | Habitat Work Group Meeting |  |
| December 10-11 | SRF Board funding meeting | Salmon Recovery Funding Board awards grants. Public comment period available. |