**Salmon Recovery Funding Board**

**Chehalis Basin Lead Entity Schedule**

**(2021)**

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| Date | Action | Description |
| November 2 | Habitat Work Group | Regular meeting of the Habitat Work Group |
| November 16 | Call for Proposals | Call for proposals for salmon projects in the Chehalis Lead Entity region with SRFB funding in 2021. Coordinator will distribute press release and post all materials on website. |
| November - January | Submit Conceptual Project Forms | Conceptual Project forms collected by the Lead Entity Coordinator. The more thorough the conceptual project, the more feedback can be provided for strengthening the proposal. Submitting a conceptual project form does not obligate the sponsor to submit a full application for the project. If you would like to apply for a 2021 SRFB grant, inform the Coordinator and you will receive a PRISM#. |
| December 7 | Habitat Work Group | Conceptual Project presentations before Habitat Work Group (HWG). The goal of these presentations is to understand the basic components of each project and generate dialogue between applicants and reviewers prior to site visits. |
| December 7 | 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. |
| January 4 | Habitat Work Group Meeting | Conceptual Project presentations before HWG. |
| January 4 | Review Team Membership | Establish final Local Review Team (10-12 members at most) |
| January 27 | **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 # to the conceptual project. The Coordinator will forward the PRISM # to the project sponsors. |
| February 1 | Habitat Work Group | Conceptual Project presentations before HWG. |
| February 1 | Pre-application Workshop | Recommended for all project sponsors submitting to the Chehalis Basin Lead Entity this year. The workshop will occur after the Habitat Work Group meeting |
| March 1 | Habitat Work Group | Conceptual Project presentations before HWG. |
| March 31 (pending) | **DUE DATE: Complete Application** | Deadline for Project Sponsors to enter Complete Application into PRISM Online. |
| April 2 |  | LE Coordinator distributes application materials to Local Review Panel team. |
| April 5 | Habitat Work Group Meeting | Regular meeting |
| April 13-14 | **Site Visits** | Project site visits/ likely virtual. Local Review Team, SRFB Review Panel members, and RCO grant manager visit each project site and/or receive video presentation from sponsor. |

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| April 19 | Feedback | Lead Entity Local Review Team provides feedback to the sponsors via the PRISM online module. |
| April 27-30 | **Conference**! | Statewide **Salmon Recovery Conference!** Virtual format. |
| May xx (pending) | Local Review Team Project Ranking Day | Local Review Team meets to rate the proposals submitted by project sponsors on their technical merits, benefits to salmon, certainty that the benefits will occur, and certainty that the project can be completed within the grant timeframe and within the proposed budget, community values considered, community support, and partner support. Only Local Review Team members need attend. |
| June 7 | Habitat Work Group | Local Review Team presents the ranked project list. If the HWG has any concerns with the project ranking, they may ask the Local Review Team to reconvene, respond to the HWG comments, and make adjustments as necessary. If there are no concerns, they will recommend a Lead Entity Project List, including alternate projects to be considered for funding. |
| June 4 | Comment forms from RCO to applicants | Applicants receive SRFB Review Panel comments identifying projects as “Clear,” “Conditioned,” “Needs More Information,” or “Project of Concern.” RCO staff accepts “Clear” applications and returns “Conditioned,” “Needs More Information,” and “Project of Concern” applications |
| June 7 or 8 | Conference Call (optional) | Lead entity coordinators may schedule a 1-hour conference call with project applicants, RCO staff, and one SRFB Review Panel member to discuss “Needs More Information,” “Project of Concern,” or “Conditioned” projects. |
| June 28, noon | **Due Date:** Applications due. | Applicants submit final revised application materials via PRISM. See [Application Checklist](https://rco.wa.gov/wp-content/uploads/2019/10/SAL-AppC-AppChecklist.pdf). |
| June 28, noon | **Due Date & End** | For applicants with Cleared project – Submit your application online. This is the end of the process! |
| July 5 | No HWG Meeting | Holiday! |
| July 14 | SRFB Review Panel meeting | SRFB Review Panel and RCO staff meet to discuss projects and complete comments. |
| July 22 | **Final comment form** | Applicants receive the final SRFB Review Panel comments, identifying projects as “Clear,” “Conditioned,” or “Project of Concern.” The Monitoring Panel will provide final comments for monitoring projects. |
| August 3 | Habitat Work Group | Sponsors share their project status and responses to Review Panel comments. Whole HWG has one more opportunity to review project list, accounting for SRFB Review Panel comments and sponsor response. List will be submitted as recommended at this meeting. |
| August 9 | **Due Date:** accept SRFB Review Panel condition | Applicants with “Conditioned” projects must indicate whether they accept the conditions or will withdraw their projects. |
| August 9 | **Due Date:** Lead Entity ranked list | Lead entities submit ranked lists via PRISM. |
| TBD | Coast Salmon Partnership | Coast Salmon Partnership Board decides on moving unallocated funds between Coast Lead Entity ranked lists. This only applies when one Lead Entity doesn’t use its full allocation. |
| August 16 | **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 22 & 23 | SRFB funding meeting | Salmon Recovery Funding Board awards grants. $$$$$$. |