

Salmon Recovery Funding Board

Grant Application Schedule

Chehalis Basin Lead Entity

DRAFT----- (2023)

Date	Action	Description
December 9	Call for Proposals	Call for proposals for salmon projects in the Chehalis Lead Entity region for SRFB funding in 2023. Coordinator will distribute press release and post all materials on website.
December - February	Submit Conceptual Project Forms	Sponsors submit Conceptual Project Forms to the Lead Entity Coordinator. The more thorough the conceptual project form, the more feedback can be provided for strengthening the proposal. Staff will review proposal for “fit to strategy” and provide early feedback.
December - February	<i>(Optional)</i> Pre-Application Meeting	Sponsors may set up a pre-application meeting with the Lead Entity Coordinator to discuss their project, it’s fit to the Lead Entity Strategy, and funding options.
January 9	Habitat Work Group	Conceptual Project presentations before Habitat Work Group (HWG). The goal of these presentations is for the committee to gain an understanding of the basic components of each project and provide feedback and ideas for potential improvements.
January 9	Call for Team Members	Call for community volunteers to join the Local Review Team. Will include press releases and/or ads in local print media to solicit volunteers.
February 6	Habitat Work Group	Conceptual Project presentations before HWG.
February 6	Review Team Membership	Establish final Local Review Team (10-12 members at most)
February 24	DUE DATE: Conceptual Project Form	Deadline to submit the Conceptual Project Form to Lead Entity Coordinator if SRFB funding is desired. Applicants will receive a PRISM # to begin the formal application process.
March 6	Habitat Work Group	Conceptual Project presentations before HWG.

March 31	DUE DATE: Complete Application	Deadline for Project Sponsors to enter Complete Application into PRISM Online.
April 3		LE Coordinator distributes application materials to Local Review Panel team.
April 3	Habitat Work Group Meeting	Regular meeting
April 12-13 (pending)	Site Visits	Project site visits. Local Review Team, SRFB Review Panel members, and RCO grant manager visit each project site.
April 18-19	Salmon Recovery Conference!	Learn from your peers at the Salmon Recovery Conference in Vancouver, WA!
April 30	Feedback	Lead Entity Local Review Team provides feedback to the sponsors via the PRISM online module.
May 1	Habitat Work Group Meeting	Regular meeting
TBD	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. This meeting will result in a ranked project list.
TBD	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 5	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 6 or 7	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 26 - noon	Due Date: Applications due.	Applicants submit final revised application materials via PRISM. See Application Checklist .
June 26	Due Date & End	For applicants with Cleared project – Submit your application online. This is the end of the process!
July 10	HWG Meeting	Sponsors share their project status and responses to Review Panel comments. Whole HWG has one more opportunity to discuss project list, accounting for SRFB Review Panel comments and sponsor response. List will be submitted as recommended at this meeting.
July 12 & 13	SRFB Review Panel meeting	SRFB Review Panel and RCO staff meet to discuss projects and complete comments.
July 20	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.
July 27	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. Final Board approval of ranked list.
August 1	Habitat Work Group	Regular meeting
August 3	Due Date: accept SRFB Review Panel condition	Applicants with “Conditioned” projects must indicate whether they accept the conditions or will withdraw their projects.
August 4	Due Date: Lead Entity ranked list	Lead entities submit ranked lists via PRISM.
August 11	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 13 & 14	SRFB funding meeting	Salmon Recovery Funding Board awards grants. \$\$\$\$\$.