

**2016 WRIA 14 Salmon Habitat Recovery Committee SRFB Process
Timeline and Monthly Meeting Dates**

Date	Phase	Description
March 11	DUE DATE: Project Letter of Intent materials due	Applicants for Salmon Recovery Funding Board funds must complete a Letter of Intent and all associated documents. Submitting a Letter of Intent does not obligate the sponsor to submit a full proposal. However, the Letter of Intent notifies the Lead Entity of intent to apply and without this, the project will not be eligible for funding in the current round. All projects must come from the current Work Program.
March 11	DUE DATE: All missing 4YWP data due	All data that was not provided during the February 25 th 4-Year Work Plan meeting is due
March 14	Letters of Intent, 4YWP, and LE Meeting agenda distributed to working group.	The completed 4-Year Work Plan (4YWP), submitted letters of intent (LOI), and the March 17 th LE meeting agenda will be distributed to the workgroup. Please review the LOIs to be prepared for a discussion, and review the 4YWP for adoption during the March 17 th LE meeting.
March 17	MEETING	Monthly LE meeting: Sponsors provide brief description of all submitted Letters of Intent. Working group provides feedback to sponsors on LOIs. Review and adopt the final 4-Year Work Plan.
April 1	DUE DATE: Pre-proposals due into PRISM	Complete pre-proposals (draft) are due into PRISM, inclusive of all attachments. The more thorough the project is at this stage, the more meaningful the feedback the LE, RCO and the Review Panel is able to offer. Project sponsors will be provided with a PRISM number from the LE Coordinator.
April 28	SITE VISITS	The LE Committee, RCO staff and Review Panel members will go into the field to see the project and hear a project overview for each project.
May 12	Receive comments from the Review Panel	Approximately two weeks after the site visits, sponsors will receive comments from the Review Panel (RP). The RP will categorize each project as 'clear', 'need more information', or 'flagged' for additional review at the regional area project meeting. Once these comments are received, sponsors should update their applications (using track changes) to address RP concerns.
May 19	MEETING	Monthly LE meeting
May 27	DUE DATE: Final applications are due into PRISM	Complete project materials are required. Enter all project information, but DO NOT click 'submit'. The LE Coordinator will officially submit the project in August.
June 23	RANKING MEETING: Entire LE committee ranks the proposals	Project sponsors will prepare a 20-minute PowerPoint presentation to the entire LE Committee. There will be additional 10-minutes for questions, for a total of 30 minutes for each project proposal. LE committee members will score each project following the presentation. These numerical scores will be tabulated at the end of the presentations and utilized as the

		starting point for discussion amongst committee members.
July 21	MEETING	Monthly LE meeting
August 18	MEETING	Monthly LE meeting
	LE Coordinator submits projects on PRISM	No action required by sponsors; LE Coordinator reviews applications for completeness and then officially submits the application to RCO for funding consideration.
September 15	MEETING	Monthly LE meeting
September	SRFB Review Panel meeting	Review panel meets to discuss projects. The RP will consider application materials and site visits to prepare comment forms and determine status of each project.
October	SRFB Review Panel updates project review forms	Within one week of the RP meeting, the RP will post comments on SharePoint for LE's and grant applicants. A status will be identified for all projects as either 'Clear', 'Conditioned', 'Need More Information (NMI)', or 'Project of Concern (POC)'.
October	DUE DATE: Response to RP comment forms	Grant applicants with projects that are assigned a status of "NMI", "Conditioned", or "POC" should provide a response to RP comments through revisions to the application in PRISM using track changes. If no response to comments is received from the sponsor by this date, RCO staff will assume the project has been withdrawn from funding consideration.
October 20	MEETING	Monthly LE meeting
October	MEETING: Regional area project meetings	Flagged, projects of concern and conditional projects will have an opportunity to discuss issues directly during a presentation.
November	Review Panel finalizes comment forms	The RP will finalize comment forms by considering application materials, site visits, sponsor's responses to comments, and presentations during the regional area meeting.
November	Lead Entity submits signed copy of ranked list (F-2) form	Lead entities submit signed copies of their final lead entity ranked project lists. No changes to the lists will be accepted after this date. The grant funding report will not incorporate any updates submitted after this date.
November 17	MEETING	Monthly LE meeting
December	MEETING: SRFB Funding Meeting	SRFB awards grants during December meeting in Olympia. Public comment period available.
December 15	MEETING	Monthly LE meeting