

Willapa Bay Lead Entity 2019 SRFB Grant Round Schedule and Annual Operating Calendar

| Date | Phase/Action | Description |
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| February 12 th | Call for proposals | Lead entity provides notice of grant round and request for proposals |
| March 5 th and April 2 nd LE meetings | Conceptual project presentations to lead entity committees | Opportunity for lead entity Citizens and Technical Committees to hear from Project Applicants, discuss scope of project, proposed projects' fit to strategy. LE committees provide feedback to project sponsors. |
| Available Online | PRISM/Application workshop | <i>Optional</i> training for Project Applicants on how to submit a complete and effective application. RCO has an application workshop available online to view anytime. |
| April 16 th , 15 th , 19 th . 3 weeks prior to requested dates below. | DUE DATE: Draft application materials due (must be a minimum of <i>three weeks before Site Visits</i>) | Project applications must be submitted through PRISM online. Applicants should work with Rebekah Brooks and Rich Osborne at the UW Olympic Natural Resources Center (360) 374-4560, (rebalynn@u.washington.edu) (osborner@uw.edu) to get a project number from the Habitat Work Schedule which is required before projects can be submitted through PRISM online. |
| May 7, 6, 10th. Prioritized date requests | SRFB Technical Review Panel Site Visits | RCO staff and SRFB Technical Review Panel meet with lead entities and Project Applicants on site to discuss projects. Site visits are required for committee members to score and rank projects. Review Panel comments will be provided to lead entities and Project Applicants two weeks after site visit. |
| June 4 th | Joint Meeting of TAG/Citizens Committee | Citizen and Technical Committee feedback to applicants. Discuss site visits and Technical Review Panel and Lead Entity comments/concerns with Project Applicants. Provide suggestions to help improve final applications. |
| June 11 th | DUE DATE: Final Application Due to Lead Entity | Completed SRFB applications due to Lead Entity Coordinator. |
| June 14 th | Application Distribution | Lead Entity Coordinator distributes application materials to Review Panel, Citizen's Committee and TAG to allow pre-ranking review. |
| June 25 th Note this replaces the July meeting. Time tbd. | Technical Advisory Group Scoring Meeting | The TAG scores projects on technical merit and forwards the list to Citizens Committee in high to low score order |

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| June 25 th Note this replaces the July meeting. 5-7pm in South Bend CD office. | Project Ranking Meeting | Citizens Committee ranks projects and affirms or alters Technical committee list. Any changes to the TAG scoring order must be explained , and explanations included in regional submittal to RCO/SRFB. |
| July | Review and Acceptance of List | The Pacific County Board of Commissioners reviews the recommendation of the lead entity and directs staff to submit the prioritized list to RCO/SRFB. |
| August 8 th | DUE DATE: Final Applications due | Application materials, including attachments, must be submitted via PRISM Online. See Final Application Checklist . Draft ranked lists are due from Lead Entities August 14 th . |
| August 9-23 rd | RCO grants manager review | RCO screens all applications for completeness and eligibility. |
| August 27 th | Application materials made available to review panel in PRISM Project Snapshot and Habitat Work Schedule | RCO staff forwards all application information to review panel members for evaluation. |
| September 6 th | DUE DATE: Regional submittal | Regional organizations submit their recommendations for funding, including alternate projects (only those they want the SRFB to consider funding), and responses to the information questionnaire (Appendices L and M). |
| September 17 th -18 th | SRFB review panel meeting | Review panel meets to discuss projects. The review panel will consider application materials and site visits to prepare comment forms and determine the status of each project. |
| September 26 th | SRFB review panel updates project comment forms | Within one week of the review panel meeting, the review panel will provide comments for lead entities 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 10 th | DUE DATE: Response to project comment forms | Grant applicants with projects that are labeled Conditioned, NMI, or POC should provide a response to review panel comments through revisions to the project proposal attached in PRISM. There is a section in the project proposal to respond directly to Review Panel comments. If no response to comments is received from the grant applicant by this date, RCO will assume the project has been withdrawn for funding consideration. |
| October 16 th | Review panel list of projects for regional area meeting | The review panel will review the response to comments and identify which projects have been cleared. It also will recommend a list of projects of concern to be presented at the regional area project meeting. |
| October 22 nd - 24 th | Regional area project meetings | Regional organizations, lead entities, and grant applicants present projects identified by the review panel. Regional presentation of strategies and/or recovery goals and objectives. Discuss list of projects and how they achieve these goals. |

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| October 30 th | Review panel finalizes project comment forms | The review panel will finalize comment forms by considering application materials, site visits, grant applicants' responses to comments, and presentations by the regions and during the regional area project meeting. |
| November 6 th | DUE DATE: Lead entity submits signed copy of ranked lists | Lead entities submit signed copies of their final lead entity ranked project list. No changes to the list will be accepted after this date. |
| November 14 th | Final 2016 grant report made available for public review | The final funding recommendation report is available online for SRFB and public review. |
| December 12 th -13 th | Board funding meeting | Board awards grants. Public comment period available. |