

**Salmon Recovery Funding Board**  
**Draft Chehalis Basin Lead Entity Schedule**  
**Round 21, (2020)**

| Date              | Action                                             | Description                                                                                                                                                                                                                                                                         |
|-------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 27      | Start of 2020 Grant Round                          | RCO announces launch of 2020 grant round                                                                                                                                                                                                                                            |
| October 4         | Call for Proposals                                 | Call for proposals for SRFB funding in 2020. Coordinator will distribute press release and post all materials on website. Interested project sponsors must submit a Conceptual Project Form <i>and</i> express interest in applying for SRFB funding in order to receive a PRISM #. |
| October 7         | Habitat Work Group                                 | Regular meeting of the Habitat Work Group                                                                                                                                                                                                                                           |
| October - January |                                                    | Conceptual Projects collected by the Lead Entity. 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.      |
| November 4        | 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.                                                |
| November 11       | 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.                                                                                                                                         |
| December 2        | Habitat Work Group Meeting                         | Conceptual Project presentations before HWG.                                                                                                                                                                                                                                        |
| January 6         | Habitat Work Group Meeting                         | Conceptual Project presentations before HWG.                                                                                                                                                                                                                                        |
| January 27        | <b>DUE DATE:</b><br><b>Conceptual Project Form</b> | 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.                                                                |

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|                              | Review Team Membership                | Establish final Local Review Team (10-12 members at most)                                                                                                                                                                         |
| February 3                   | Habitat Work Group                    | Conceptual Project presentations before HWG.                                                                                                                                                                                      |
| February 3                   | 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 2                      | Habitat Work Group                    | Discuss complete logistics for Site Visits.                                                                                                                                                                                       |
| <b>March 30 - pending</b>    | <b>DUE DATE: Complete Application</b> | Deadline for Project Sponsors to enter Complete Application into PRISM Online. Enter all project information in PRISM and attach your Salmon Project Proposal and other supporting documents, but DO NOT click "submit" in PRISM. |
| <b>April 1 - pending</b>     |                                       | LE Coordinator distributes application materials to Review Panel team.                                                                                                                                                            |
| <b>April 13-16 - pending</b> | Site Visits                           | Project site visits. Local Review Team, SRFB Review Panel members, and RCO grant manager visit each project site.                                                                                                                 |

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| <b>April - pending</b>        | Feedback                             | Lead Entity Local Review Team provides feedback to the sponsors via the PRISM online module.                                                                                                                                                                                                                                                                                                                                    |
| June 5                        | Comment forms from RCO to applicants | Applicants receive a SRFB Review Panel comment form identifying projects as Clear, Conditioned, Needs More Information (NMI), or Project of Concern (POC). RCO staff returns Conditioned, NMI, or POC applications to allow applicants to update applications and respond to comments. Once received, applicants should update their applications (using track changes) to address Review Panel and Local Review Team concerns. |
| April 6                       | Habitat Work Group Meeting           |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| May 11-15<br><b>(pending)</b> | Local Review                         | Local Review Team meets to rate the proposals submitted by project sponsors on their technical merits, benefits to salmon,                                                                                                                                                                                                                                                                                                      |

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|                      | Team Project Ranking Day                                                        | 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 1               | Habitat Work Group                                                              | The HWG reviews the project list. If there are 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 not concerns, they will finalize the Lead Entity Project List, including alternate projects to be considered for funding. |
| June (early)         | Conference Call (optional)                                                      | Coordinator will schedule an optional one-hour conference call between project applicants, RCO staff, and one SRFB Review Panel member to discuss NMI, POC, or conditioned projects in their lead entity. This will be an as-needed opportunity to discuss the project(s) with RCO staff and one SRFB review panel member.                    |
| <b>June 29, noon</b> | <b>Due Date:</b> Applications due. Final Materials & Response to project review | NMI, POC and Conditioned applicants submit revised application materials via PRISM Online. Grant applicants submit their updated applications (using track changes) to address concerns. Responses must also be completed on the last page of the project proposal, in the section titled: "Response to Review Panel Comments."               |
| <b>June 29, noon</b> | <b>Due Date &amp; End</b>                                                       | For applicants with Cleared project – Submit your application online. This is the end of the process!                                                                                                                                                                                                                                         |
| June 29 - July 14    | RCO & SRFB Review Panel review                                                  | RCO staff and the SRFB Review Panel review revised applications. The SRFB Review Panel evaluates projects using Manual 18, Appendix K criteria.                                                                                                                                                                                               |
| July 6               | No HWG Meeting                                                                  | Holiday!                                                                                                                                                                                                                                                                                                                                      |
| July 29              | SRFB review panel updates project review forms                                  | NMI, POC and Conditioned applicants receive the final SRFB Review Panel comment forms, which will identify their projects as Clear, Conditioned, or Project of Concern (POC).                                                                                                                                                                 |

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| August 3             | Habitat Work Group                                     | Sponsors share their project status and responses to comments. Whole HWG has one more opportunity to review project list, accounting for SRFB Review Panel comments and sponsor response. |
| <b>August 14</b>     | <b>Due Date:</b><br>accept SRFB Review Panel condition | Applicants with “Conditioned” projects must indicate whether they accept the condition or are withdrawing their project.                                                                  |
| <b>August 14</b>     | <b>Due Date:</b><br>Lead Entity ranked list            | Lead entities submit draft ranked lists via PRISM Online. Ideally, the final list will not include any POC projects.                                                                      |
| August 25            | 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.        |
| September 14         | Habitat Work Group                                     |                                                                                                                                                                                           |
| <b>September TBD</b> | SRFB funding meeting                                   | Salmon Recovery Funding Board awards grants. \$\$\$\$\$                                                                                                                                   |
| October 5            | Habitat Work Group                                     | Begin reviewing new Conceptual Project ideas!                                                                                                                                             |