

**Salmon Recovery Funding Board
Chehalis Basin Lead Entity Schedule
(2021)**

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.

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 .
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. \$\$\$\$\$.