

Willapa Bay Lead Entity 2022 SRFB Grant Round Schedule and Annual Operating Calendar

Date	Phase/Action	Description
January 8 th	Call for proposals	Lead entity provides notice of grant round and request for proposals
February 2 nd and March 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 6 th	DUE DATE: Complete Application materials due (must be a minimum of <i>two weeks before Site Visits</i>)	Project applications must be submitted through PRISM online. Applicants should work with Rebekah Brooks (360) 477-2462, (rebekahbrookscontracting@gmail.com) to get a project number from the Habitat Work Schedule which is required before projects can be submitted through PRISM online.
April 20th	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. Attendance at Site visits is 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.
May 18 th	SRFB Technical Review Panel meeting	Review Panel and RCO staff meet to discuss projects and complete comment forms for projects visited in February and March.
May 25 th	Comments from Technical Review Panel	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.
June 14 th	Application Distribution	Lead Entity Coordinator distributes application materials to Citizen's Committee and TAG to allow pre-ranking review.
June 7-8	Conference Call (Optional)	Lead entities can schedule a one-hour conference call with project applicants, RCO staff, and one SRFB Review Panel member to discuss NMI, POC, or conditioned projects in their lead entity.

June 27 th , noon	DUE DATE: Application Due in PRISM	Applicants submit revised application materials via PRISM Online. See Application checklist .
June 28-July 14	RCO and 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 5 th , 2pm	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.
July 5 th , 5pm Note: this is our regular 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 13-14	SRFB Technical Review Panel meeting	SRFB Review Panel and RCO staff meet to discuss projects and complete comment forms.
July 21 st	Final comment form	Applicants receive the final SRFB Review Panel comment forms, which will identify their projects as Clear, Conditioned, or Project of Concern (POC).
Mid July-Early August	BOCC Review and Acceptance of Prioritized Project 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: accept SRFB Review Panel condition	Applicants with "Conditioned" projects must indicate whether they accept the condition or are withdrawing their project.
August 12 th	Due Date: Lead Entity ranked list	Lead entities submit draft ranked lists via PRISM Online.
August 19 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 their Regional Area Summary and Project Matrix.
September 7 th	Final 2022 grant report made available for public review	The final funding recommendation report is available online for SRFB and public review.
September 21 nd and 22 rd	Board funding meeting	Board awards grants. Public comment period available.