

# Salmon Recovery Funding Board

## Grant Application Schedule

### Chehalis Basin Lead Entity

(2024)

| Date                | Action                                       | Description  |
|---------------------|--|--|
| December 12         | Call for Proposals                           | Call for proposals for salmon projects in the Chehalis Lead Entity region for SRFB funding in 2024. Coordinator will distribute press release and post all materials on website.   |
| December - February | Submit Conceptual Project Forms              | Sponsors submit Conceptual Project Forms to the Lead Entity Coordinator. The more thorough the conceptual project form, the more feedback can be provided for strengthening the proposal. Staff will review proposal for "fit to strategy" and provide early feedback. |
| December - February | <i>(Optional)</i> Pre-Application Meeting    | Sponsors may set up a pre-application meeting with the Lead Entity Coordinator to discuss their project, it's fit to the Lead Entity Strategy, and funding options.  |
| January 8           | Habitat Work Group                           | Conceptual Project presentations before Habitat Work Group (HWG). The goal of these presentations is for the committee to gain an understanding of the basic components of each project and provide feedback and ideas for potential improvements.                     |
| January 8           | Call for Team Members                        | Call for community volunteers to join the Local Review Team. Will include press releases and/or ads in local print media to solicit volunteers.  |
| February 5          | Habitat Work Group                           | Conceptual Project presentations before HWG.   |
| February 5          | <i>(Optional)</i> Application Workshop       | Optional workshop for potential project sponsors wanting tips on writing a successful grant application specific to the Chehalis Basin Lead Entity   |
| February 5          | Review Team Membership                       | Establish final Local Review Team (10-12 members at most)  |
| <b>February 23</b>  | <b>DUE DATE:<br/>Conceptual Project Form</b> | Deadline to submit the Conceptual Project Form to Lead Entity Coordinator if SRFB funding is desired. Applicants will receive a PRISM # to begin the formal application process.   |

|                   |   |   |
|-------------------|---|---|
| March 5           | Habitat Work Group                        | Conceptual Project presentations before HWG.  |
| <b>March 22</b>   | <b>DUE DATE:<br/>Complete Application</b> | Deadline for Project Sponsors to enter Complete Application into PRISM Online.  |
| March 26          |   | LE Coordinator distributes application materials to Local Review Panel team.  |
| April 1           | Habitat Work Group Meeting                | Regular meeting   |
| <b>April 9-11</b> | <b>Project Site Visits</b>                | Local Review Team, SRFB Review Panel members, and RCO grant manager visit each project site. Project sponsors attend and present their project concept.   |
| April 26          | Feedback                                  | Lead Entity Local Review Team provides feedback to the sponsors via the PRISM online module.  |
| May 6             | Habitat Work Group Meeting                | Regular meeting   |
| <b>May - TBD</b>  | 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. This meeting will result in a ranked project list. |
| May 31            | 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. The Monitoring Panel will provide comments for monitoring projects.   |
| June 3            | 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 10 & 11                 | 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.                                      |
| <b>June 24 - noon</b>        | <b>Due Date:</b> Applications due.                  | Applicants submit final revised application materials via PRISM. See <a href="#">Application Checklist</a> .   |
| <b>June 24</b>               | <b>Due Date &amp; End</b>                           | For applicants with Cleared project – Submit your application online. This is the end of the process!  |
| July 8                       | HWG Meeting   | Sponsors share their project status and responses to Review Panel comments. Whole HWG has one more opportunity to discuss project list, accounting for SRFB Review Panel comments and sponsor response. List will be submitted as recommended at this meeting. |
| July 16, 17 & 18             | SRFB Review Panel meeting                           | SRFB Review Panel and RCO staff meet to discuss projects and complete comments.  |
| July 26                      | <b>Final comment form</b>                           | 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.  |
| <b>July 25</b>               | 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. <b>Final Board approval of ranked list.</b>                                 |
| August 5                     | Habitat Work Group                                  | Regular meeting  |
| <b>August 12</b>             | <b>Due Date:</b> accept SRFB Review Panel condition | Applicants with “Conditioned” projects must indicate whether they accept the conditions or will withdraw their projects.   |
| <b>August 13</b>             | <b>Due Date:</b> Lead Entity ranked list            | Lead entities submit ranked lists via PRISM.   |
| <b>August 20</b>             | <b>Due Date:</b> 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.   |
| <b>September 24 &amp; 25</b> | <b>SRFB funding meeting</b>                         | Salmon Recovery Funding Board awards grants. \$\$\$\$\$.   |