

# Willapa Bay Lead Entity

## 2025 SRFB Grant Round Schedule and Annual Operating Calendar

Date	Phase/Action	Description
January 2025	Call for proposals	Lead entity provides notice of grant round and request for proposals
January, February, and March 2025 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 <a href="#">application workshop</a> available online to view anytime.
April 1 <sup>st</sup>	<b>DUE DATE: Complete Application materials due</b> (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 at <a href="mailto:rebekahbrookscontracting@gmail.com">rebekahbrookscontracting@gmail.com</a> to get a project number from the Habitat Work Schedule which is <b>required before</b> projects can be submitted through PRISM online.
<b>April 15<sup>th</sup></b>	SRFB Technical Review Panel <b>Site Visits</b>	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.
May 21 <sup>st</sup> & 22 <sup>nd</sup>	SRFB Technical Review Panel meeting	Review Panel and RCO staff meet to discuss projects and complete comment forms for projects visited in April.
May 30 <sup>th</sup>	First Comment Form 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 9 <sup>th</sup> or 10 <sup>th</sup>	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 23 <sup>rd</sup> , <b>noon</b>	<b>DUE DATE: Application Due in PRISM</b>	Applicants submit final revised application materials via PRISM. All projects, including monitoring and Targeted Investment, must be submitted by this date. See <a href="#">Application Checklist</a> .

June 23-July 16	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.
June 24 <sup>th</sup>	Application Distribution	Lead Entity Coordinator distributes application materials to Citizen’s Committee and TAG to allow pre-ranking review.
July 2 <sup>nd</sup>	<b>Technical Advisory Group Scoring Meeting</b>	The TAG scores projects on technical merit and forwards the list to Citizens Committee in high to low score order.
July 9 <sup>th</sup> , 5pm <b>Note: this meeting is shifted a week later than normal.</b> 5-7pm in South Bend CD office.	<b>Project Ranking Meeting</b>	Citizens Committee ranks projects and affirms or alters Technical committee list. <b>Any changes to the TAG scoring order must be explained</b> , and explanations included in regional submittal to RCO/SRFB.
July 16 <sup>th</sup> , 17 <sup>th</sup>	SRFB Technical Review Panel meeting	SRFB Review Panel and RCO staff meet to discuss projects and complete comments. SRFB Review Panel will score Targeted Investment projects.
July 24 <sup>th</sup>	Final comment form from Technical Review Panel	Applicants receive the final SRFB Review Panel comment forms, which will identify their projects as Clear, Conditioned, or Project of Concern (POC).
July 22 <sup>nd</sup>	BOCC Review and Acceptance of Ranked List	The Pacific County Board of Commissioners reviews the recommendation of the lead entity and directs staff to submit the ranked list to RCO/SRFB.
August 7 <sup>th</sup>	Due Date: accept SRFB Review Panel condition	Applicants with “Conditioned” projects must indicate whether they accept the condition or are withdrawing their project.
August 8 <sup>th</sup>	Due Date: Lead Entity ranked list	Lead entities submit draft ranked lists via PRISM Online.
August 13 <sup>th</sup>	<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.
September 2 <sup>nd</sup>	Final 2025 grant report made available for public review	The final funding recommendation report is available online for SRFB and public review.
September 16 <sup>th</sup> and 17 <sup>th</sup>	Board funding meeting	Board awards grants. Public comment period available.