

2017 YBFWRB Lead Entity SRFB Schedule

All meetings will be held at the YBFWRB office, 1200 Chesterly Drive, Suite 280, Yakima.

Date	Phase	Description
March 8	SRFB Webinar	The SRFB will hold a statewide webinar on applying for Salmon Grants from 10 am-12 pm. To register, visit https://attendee.gotowebinar.com/register/8668065169167321603
March 24	DUE DATE: Project pre-application materials due	Applicants for Salmon Recovery Funding Board funds complete a pre-application before entering the project into PRISM. The more thorough the pre-application, the more feedback the pre-application review committee can provide for strengthening the proposal. Submitting a pre-application is highly recommended but not required, and does not obligate the sponsor to submit a full application for the project.
March 29 – 30	Pre-application conferences	The applicant and pre-application committee will talk through the steps of completing the project to prove that the project is well thought out, meets priority needs, and will be able to be implemented as proposed within the grant timeframe. Applicants will need to provide a legal parcel map depicting the ownership of the project site and adjacent properties.
April 21	DUE DATE: Full Applications Due in PRISM	Darcy will generate your PRISM project number, and then project sponsors enter project review materials in PRISM for the SRFB Review Panel. Complete project review materials are required to secure a site visit by the Review Panel. Enter all project information in PRISM and attach your salmon project proposal and other supporting documents, but DO NOT click "submit" . We officially submit all projects in August.
May 16-18 (1-3 days as needed)	Review Panel Site Visits	RCO staff and Review Panel members meet with lead entities, project sponsors, and TAG/CC members (those who can make it) to discuss project ideas and visit each proposed project site.
May 24	Develop Site Visit Comments	Local reviewers meet following site visits to identify disagreements, red flags, and develop consensus on written feedback to the project sponsors.
June 2 (estimate)	Receive Post-Site Visit Review Panel Comments	The Review Panel will post comments to project sponsors. The Review Panel will categorize each project as "clear", "need more information", or "flagged" for additional review. Once received, applicants should update their applications (using track changes) to address Review Panel concerns.
June 13	MEETING: Sponsor Presentations	Project sponsor will deliver a 15-20 minute presentation of the proposal to the TAG, CC, and YBFWRB staff. The goal of this presentation is to generate dialog between applicants and reviewers that can be used to modify and strengthen the proposal prior to the technical and citizen review process.
June 23	DUE DATE: Final Materials & Response to initial project review forms	Grant applicants submit their updated applications (using track changes) to address concerns raised from the Review Panel and during sponsor presentations. Responses must also be completed on the last page of the project proposal, in the section titled: "Response to Review Panel Comments." Final day for sponsors to submit updated materials for TAG & CC review committee consideration.

Date	Phase	Description
June 28	Project Binders Available	Project binders will be assembled and available for Technical Advisory Group and Citizen Committee Review.
July 11 <i>*hold July 12 as well</i>	MEETING: Technical Advisory Group Project Evaluation	TAG 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.
July 25	MEETING: Citizen Committee Project Ranking	The CC will use the TAG's scoring for each project in conjunction with community value considerations to develop a ranked project list. Community values considered include: cultural, social, economic, efficient & effective resource use, community support, and partner support. The Citizens Committee makes the final recommendation for what projects get funded.
August 3	Board Reviews and Approves List	The YBFWRB reviews the project list. If they have any discomfort with the project ranking, they may ask the CC to reconvene to respond to the Board's concerns and make adjustments as necessary. The Board cannot reorder the ranked list.
August 10	DUE DATE: Final Applications due	Application materials, including attachments, must be submitted via PRISM by August 10.
September 18-20	SRFB Review Panel meeting	Review panel meets to discuss projects. The review panel will consider application materials and site visits to prepare comment forms and determine the status of each project.
September 29	SRFB review panel updates project review forms	Within one week of the review panel meeting the review panel will share comments with lead entities and grant applicants. A status will be identified for all projects as either "Clear", "Conditioned", "Need More Information" (NMI), or "Project of Concern" (POC).
October 12	DUE DATE: Response to comment forms	Grant applicants with projects that are assigned a status of "NMI," "Conditioned" "POC" must provide a response to review panel comments through revisions to the application in PRISM using track changes. If sponsor has not submitted response to comments by this date, RCO staff will assume the project has been withdrawn for funding consideration.
October 23-25	Regional area project meetings	Regional organizations and lead entities present all projects on the list to the Review Panel, with a key emphasis on projects identified as "conditioned" or "POC" by the Review Panel.
November 1	Review Panel finalizes comment forms	The Review Panel will finalize comment forms by considering application materials, site visits, sponsor's responses to comments, and presentations during the regional area meeting.
November 7	Final List Submitted	The YBFWRB must make any changes to the recommended funding list by this date.
December 6-7	Board Funding Meeting	SRFB awards grants during December meeting in Olympia. Public comment period available.