

2011 SRSRB LEAD ENTITY CALENDAR – 12th SRFB GRANT ROUND

Task Description	2011 Date	Notes
Request for Proposals & Distribution of 12 th Round application packet	Feb 15 th	Provide notification of 12 th grant round and make application materials available at www.snakeriverboard.org under the Lead Entity tab.
SRFB 11 th Round Successful Applicants Meeting	Mid March (TBD)	RCO sponsored meeting to help successful applicants learn how to manage their grants received in the 11 th Grant Round (billings etc)
Pre-application Deadline – Send forms to the SRSRB Office in Dayton (email to kris@snakeriverboard.org)	Tuesday 12-Apr 5pm	Pre-apps are not mandatory but offer prospective sponsors an opportunity to discuss the concept with the RTT prior to drafting an application.
LE Committee and RTT meet with potential sponsors to discuss pre-applications and scorecards/criteria	Tue 19-April	SRSRB staff will present project concepts to group. Sponsors should be present to answer questions or present additional options at the meeting. (Overlap with RTT meeting)
RCO application process & policies meeting (Dayton)	Fri 22-Apr	Those interested in applying for a SRFB grant through the lead entity program are encouraged to attend the procedures & policies meeting Kay Caromile (RCO)
Projects Tour for Existing or New Proposed Projects. The SRSRB, LE Committee, RTT, and others interested (Regional Tour)	Wed May 4th	Familiarize those involved with project review and ranking with projects previously funded; should invite BPA, GSRO, RCO, WDFW, CSF, etc.
Draft Application Deadline - Applications will not be accepted after this date unless sponsor successfully appeals LE Committee (Deliver applications to the SRSRB office in Dayton)	Monday 16-May 5pm	Applications must be submitted on SRSRB application form in electronic format (WORD doc). (Sponsors will need to work with SRSRB staff to upload projects into PRISM) Landowner form will be required with the draft application in 2011. Applications that do not have a landowner form will not be advanced to the LE committee.
Draft applications distributed to LE committee and RTT for review	Tues 17 th May	Committee members and RTT will have from now until May 23rd to review and comment on draft applications
Pre-score Draft Applications - LE committee, RTT members, SRSRB members and sponsors meet to comment & pre-score all applications.	Monday 23-May	Project sponsors will present proposed projects before the LE and RTT. Time will be allotted for question/answers and projects will be pre-scored using the SRSRB LE score card
Sponsors revise applications based on comments - "Fix it Loop"	May 24 -31	During this period sponsors should address comments from RTT, and LE Committee. After this review apps are sent to SRFB reviewers, who will visit project sites and comment
SRFB review panel will visit sponsor's projects (as per requirement)	W,Th,F June 15,16,17	The review panel will tour proposed projects
Draft application review forms complete by SRFB Review Panel	Fri 1-Jul	The SRFB review panel will submit their comments on any pre-application they reviewed
Sponsors revise applications based on comments - "Fix it Loop"	Jun 18 th July 28 th	During this period sponsors should address comments from SRFB tour and comment forms
Final Application Deadline - including land owner acknowledgments, partner agreements, project design, maps or any other forms needed are due to SRSRB Office in Dayton (Kris 509-392-3858).	Thurs 28-Jul 5pm	Applications must be submitted as electronic copies. If difficulties occur due to file size or computer error submit forms as paper copies and deliver an electronic copy as soon as possible. Final apps will be distributed by Staff to the CD's who will distribute to citizen LE members
Final Scoring Meeting - Sponsors present project and relationship to scoring criteria and answer questions; LE committee scores and ranks projects	Tues 10-Aug	Project sponsors will have the opportunity to present the changes from their pre-application and address questions and comments. The Lead Entity Committee will score and rank Final Applications
Project application revisions/scrubbing/coordination	Aug 10 & Aug 17	Committee/Staff/RTT work with applicants who are approved on the Lead Entity List for funding.
Snake River Salmon Recovery Board finalizes Lead Entity List	Wed 17-Aug	SRSRB as the Lead Entity has final decision over the ranked order of the project list.
Application materials, including attachments are submitted via PRISM	Wed 26-Aug	SRFB must receive applications in PRISM for the project to be eligible for funding.
Community Salmon Fund Request for Proposals	TBD Sept-Oct	If a grant round occurs in 2011 the SSRB will attempt to conduct the process in Sept-Oct 2011 to avoid conflicts with the BPA and SRFB grant rounds
Color Key for Pertinent Deadline Dates		
	Snake River Salmon Recovery Board	
Lead Entity & Regional Technical Team & Project Sponsors	Project Sponsors	