

# Snake River Salmon Recovery Board Lead Entity

## Salmon Recovery Funding Board 2016 Grant Round Calendar

Task	Date	Notes
<b>Lead Entity 2016 Grant Round Kick-Off Meeting</b>	<b>Tuesday, February 16<sup>th</sup></b> 1pm – 3pm	The LE Committee will meet to discuss, modify and approve the 2016 Calendar, Bylaws, and Score Card. <b>(LE Committee Members &amp; SRSRB Staff)</b>
<b>Application Workshop Meeting:</b> Distribution of Request for Proposals & 2016 Round Application Packet	<b>Tuesday, February 23<sup>rd</sup></b> 9am-11am	<b>Prospective Applicants for 2016 grant round and 2015 Successful Applicants</b> are invited to attend a workshop on key items for the upcoming 2016 grant round; this meeting will also initiate and provide notice of the 2016 grant round & make application materials available at <a href="http://www.snakeriverboard.org">www.snakeriverboard.org</a> under the Lead Entity tab. <b>(Project Sponsors &amp; SRSRB Staff)</b>
<b>Pre-Application Deadline</b> – Send forms electronically SRSRB (Email to <a href="mailto:john@snakeriverboard.org">john@snakeriverboard.org</a> )	<b>Thursday, March 10<sup>th</sup> by 5pm</b>	Pre-Applications are <b>optional</b> and offer prospective sponsors an opportunity to discuss the project concept with the RTT (at the April RTT meeting) prior to drafting a full application. Application materials are available at <a href="http://www.snakeriverboard.org">www.snakeriverboard.org</a> under the Lead Entity tab. <b>(Sponsors)</b>
<b>Meeting:</b> Potential Sponsors meet with RTT and interested Lead Entity Committee members to discuss <u>Pre-Applications</u> and Scorecard Criteria	<b>Tuesday, March 15<sup>th</sup> 9:30 am</b>	SRSRB staff will present project concepts to the group (based upon pre-applications). <b>Sponsors should be present</b> to answer questions or provide additional input at the meeting (overlap with April RTT meeting). <b>(Sponsors, RTT, &amp; SRSRB Staff)</b>
SRSRB Meeting: Discussion of <u>Pre-Application</u> Presentations	<b>Tuesday, March 22<sup>nd</sup></b>	SRSRB staff will present project concepts to the board (based upon pre-applications) along with the LE and RTT perspective and comments. Staff will convey SRSRB perspective to project sponsors (to be added to SRSRB regular agenda). <b>(Board &amp; Staff)</b>
<b>Draft Application Deadline</b> – Applications will not be accepted after this date unless sponsor successfully appeals LE Committee. Send forms electronically SRSRB (Email to <a href="mailto:john@snakeriverboard.org">john@snakeriverboard.org</a> )	<b>Thursday, April 14<sup>th</sup> by 5pm</b>	Draft Applications <b>must</b> be submitted on SRSRB application form in electronic format (Sponsors will need to work with SRSRB staff to upload projects into PRISM). Landowner form will be required with the draft application in 2016. Applications that do not have a landowner form will not be advanced to the LE Committee. Application materials are available at <a href="http://www.snakeriverboard.org">www.snakeriverboard.org</a> under the Lead Entity tab. <b>(Sponsors)</b>
<u>Draft Applications</u> distributed to LE committee and RTT for review	<b>Tuesday, April 26<sup>th</sup></b>	LE Committee members and RTT will have from <b>April 26<sup>th</sup> – May 3<sup>rd</sup></b> to review and comment on Draft Applications. <b>(SRSRB Staff)</b>
<b>Meeting: Pre-score &amp; Review Draft Applications</b> – LE Committee, RTT members, SRSRB members & Project Sponsors meet to comment & pre-score all Draft Applications	<b>Tuesday, May 3<sup>rd</sup></b> 9am – 4pm	Project sponsors will present proposed projects before the Lead Entity Committee. <b>The LE Committee will provide time for project sponsors to present their projects and for questions and discussion – the LE Committee will pre-score the draft applications and provide feedback.</b> <b>(LE Committee Members, Sponsors, &amp; SRSRB Staff)</b>
RTT Discussion about Draft Project List and Comment	<b>Tuesday, May 17<sup>th</sup></b> 9:30am	Staff will review the draft project list for discussion in the RTT meeting and provide comments to the SRSRB and sponsors (Added to RTT regular agenda) <b>RTT will be asked to make determination on severity of imminent threats submitted in the Draft Application Round.</b> <b>(RTT &amp; SRSRB Staff)</b>
LE will submit Draft Applications to SRFB Review Panel	<b>Friday, May 13<sup>th</sup></b>	The LE will submit project applications to the RCO review panel to meet the 3 week minimum window for review before the field visits. If changes are requested by the LE Committee those should be addressed before submitting for RCO review. <b>(Sponsors &amp; SRSRB Staff)</b>
SRSRB Meeting Discussion of Pre-Scored Draft Application Presentations	<b>Tuesday, May 24<sup>th</sup></b>	SRSRB staff will present project concepts to the board along with the LE and RTT perspective and comments to date. Staff will convey SRSRB perspective to project sponsors. <b>(Board &amp; Staff)</b>
<b>Projects Tour</b> SRFB review panel will visit sponsor's projects (as per requirement)	<b>June 1<sup>st</sup> – 3<sup>rd</sup></b> (approved)	The review panel will tour proposed projects with Sponsor, and participating LE Committee, SRSRB and RTT. It is mandatory for project sponsors to be present at the tours and are asked to have landowner approvals prior to meeting. <b>(Sponsors, LE Committee Members, RTT, SRFB Review Panel, &amp; SRSRB Staff)</b>
Draft application review forms complete by SRFB Review Panel	<b>Monday, June 23<sup>rd</sup></b>	The SRFB review panel will submit their comments on any pre-application they reviewed. <b>(Sponsors &amp; SRSRB Staff)</b>
Sponsors revise applications based on comments "Fix it Loop"	<b>June 23<sup>rd</sup> – July 7<sup>th</sup></b>	During this period sponsors should address comments from SRFB tour and comment forms. <b>(Sponsors &amp; SRSRB Staff)</b>
<b>Final Application Deadline</b> – including landowner acknowledgements, partner agreements, project design, applications and/or any other forms needed are due to SRSRB Office in Dayton (John 509-382-4115)	<b>Tuesday, July 7<sup>th</sup></b> by 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. <b>(Sponsors &amp; SRSRB Staff)</b>
<b>Final Scoring Meeting</b> – Sponsors present project and relationship to scoring criteria & answer questions, LE Committee Score & Ranking	<b>Thursday, July 21<sup>st</sup></b> 9am – 4pm	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. <b>(LE Committee Members, Sponsors, &amp; SRSRB Staff)</b>
<b>SRSRB finalizes Lead Entity List</b>	<b>Tuesday, July 26<sup>th</sup></b>	SRSRB as the LE has final decision over the ranked order of the project list. <b>(Board &amp; Staff)</b>
Project application revisions/scrubbing/coordination & PRISM Application Completion	<b>July 26<sup>th</sup> – August 5<sup>th</sup></b>	Committee/Staff/RTT work with applicants who are approved on the LE List to meet any special conditions recommended by the SRSRB prior to entering the projects into PRISM. <b>(Sponsors &amp; SRSRB Staff)</b>
Application materials including attachments are submitted via PRISM	<b>Friday, August 5<sup>th</sup></b> By 5pm	SRFB must receive applications in PRISM for the project to be eligible for funding. <b>(Sponsors &amp; SRSRB Staff)</b>
Regional SRSRB Submittal Due to RCO and SRFB Staff.	<b>September 7<sup>th</sup></b>	Staff complete regional process and submits final report. <b>(SRSRB Staff)</b>