

Snake River Salmon Recovery Board Lead Entity

Salmon Recovery Funding Board 2017 Grant Round Calendar

Task	Date	Notes
Lead Entity 2017 Grant Round Kick-Off Meeting	Monday, January 30th 1:00-3:30pm	The LE Committee will meet to discuss, modify and approve the 2017 Calendar, Bylaws, and Score Card. (LE Committee Members, Co-Leads & SRSRB Staff)
Application Workshop Meeting: Distribution of Request for Proposals & 2017 Grant Round Application Packet	Wednesday, February 15th 1:30 pm- 3:30pm (following RTT)	Prospective Applicants for 2017 grant round and 2016 Successful Applicants are invited to attend a workshop on key items for the upcoming 2017 grant round; this meeting will also initiate and provide notice of the 2017 grant round & make application materials available at www.snakeriverboard.org under the Lead Entity tab. (Project Sponsors & SRSRB Staff)
Pre-Application Deadline – Send forms electronically SRSRB (Email to john@snakeriverboard.org)	Thursday, March 9th by 5pm	Pre-Applications are optional 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 www.snakeriverboard.org under the Lead Entity tab. (Sponsors)
Meeting: Potential Sponsors meet with RTT and interested LE Committee members to discuss <u>Pre-Applications</u> and Scorecard Criteria	Wednesday March 15th 9:30 am (at RTT)	SRSRB staff will present project concepts to the group (based upon pre-applications). Sponsors should be present to answer questions or provide additional input at the meeting (overlap with April RTT meeting). (Sponsors, RTT, & SRSRB Staff)
SRSRB Meeting: Discussion of <u>Pre-Application</u> Presentations	Tuesday, March 28th	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). (Board & Staff)
Draft Application Deadline – Applications will not be accepted after this date unless sponsor successfully appeals LE Committee. Send forms electronically SRSRB (Email to john@snakeriverboard.org)	Thursday, April 6th by 5pm	Draft Applications must 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 2017. Applications that do not have a landowner form will not be advanced to the LE Committee. Application materials are available at www.snakeriverboard.org under the Lead Entity tab. (Sponsors)
<u>Draft Applications</u> distributed to LE committee and RTT for review	Thursday April 13th	LE Committee members and RTT will have from April 13th – April 18th to review and comment on Draft Applications prior to the pre-scoring meeting. (SRSRB Staff)
Meeting: Pre-score & Review Draft Applications – LE Committee, RTT members, SRSRB members & Project Sponsors meet to comment & pre-score all Draft Applications	Tuesday April 18th 9am – 4pm	Project sponsors will present proposed projects before the Lead Entity Committee. 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. (LE Committee Members, Sponsors, & SRSRB Staff)
RTT Discussion about Draft Project List and Comment	Wednesday April 19th 9:30am (at RTT)	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). RTT will be asked to make determination on severity of imminent threats submitted in the Draft Application Round. (RTT & SRSRB Staff)
LE will submit Draft Applications to SRFB Review Panel in PRISM	April 18th – May 10th	The LE will submit project applications to the RCO review panel to meet the 3 week minimum window for review before the field visits (last day to submit is May 10 th). If changes are requested by the LE Committee those should be addressed before submitting for RCO review. Note: This date is subject to change pending project tour date. (Sponsors & SRSRB Staff)
SRSRB Meeting Discussion of Pre-Scored Draft Application Presentations	Tuesday, May 23rd	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. (Board & Staff)
Projects Tour SRFB review panel will visit sponsor's projects (as per requirement)	May 31st-June 2nd (pending)	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. Note: The project tour date is subject to change. (Sponsors, LE Committee Members, RTT, SRFB Review Panel, & SRSRB Staff)
Draft application review forms complete by SRFB Review Panel	By Friday, June 23rd	The SRFB review panel will submit their comments on any pre-application they reviewed. (Sponsors & SRSRB Staff)
Sponsors revise applications based on comments "Fix it Loop"	June 23rd – July 7th	During this period sponsors should address comments from SRFB tour and comment forms. (Sponsors & SRSRB Staff)
Final Application Deadline – 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)	Friday, July 7th 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. (Sponsors & SRSRB Staff)
Final Scoring Meeting – Sponsors present project and relationship to scoring criteria & answer questions, LE Committee Score & Ranking	Thursday, July 20th 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. (LE Committee Members, Sponsors, & SRSRB Staff)
SRSRB finalizes Lead Entity List	Tuesday, July 25th	SRSRB as the LE has final decision over the ranked order of the project list. (Board & Staff)
Project application revisions/scrubbing/coordination & PRISM Application Completion	July 25th – August 3rd	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. (Sponsors & SRSRB Staff)
Application materials including attachments are submitted via PRISM	Thursday August 3rd by 5pm	SRFB must receive applications in PRISM for the project to be eligible for funding. Note: this date allows a week for Staff to work with sponsors to get everything into PRISM by the State deadline on August 10 th . (Sponsors & SRSRB Staff)
Regional SRSRB Submittal Due to RCO	September 6th	Staff complete regional process and submits regional report. (SRSRB Staff)
Responses to Review Panel comment forms	October 12th	Applicants with projects labeled as Conditioned, NMI, or POC provide responses to Review Panel Comments forms via PRISM. (Sponsors and SRSRB Staff)
Regional Area Meetings	October 23rd-25th	Regional Area Project Meetings. (SRSRB Staff and Sponsors if Requested)
Lead Entity Ranked List Submission	November 7th	Lead Entity Submits Ranked List to State. (SRSRB Staff)
SRFB Funding Meeting	December 6th-7th	State SRFB awards grants. Project sponsors required to attend if project is a "POC". (SRSRB Staff and Sponsors if Requested)