

**10th Grant Round
Lead Entity Calendar 2009**

Description	2009	Notes
Distribution of the pre-application worksheet, project evaluation criteria and conservation easement criteria/guidelines to committee members, prospective sponsors and others.	Mid Feb	Provide early notification of grant round and materials to be used to assist sponsors understand process and guidelines; all materials are available at www.snakeriverboard.org under the Lead Entity tab. Pre-apps due April 30
Successful applicants from 9th round are encouraged to attend to learn how to manage their grant	Mid March (TBD)	Help successful applicants learn how to manage their grant (billings, milestones, reporting, etc)
LE committee + partners tour existing projects	April 21-22	Familiarize those involved with project review and ranking with projects previously funded; should invite BPA, GSRO, RCO, WDFW, CSF, etc
Kay Caromile with the RCO will walk potential sponsors through the application process and discuss policies	23-Apr	Those interested in applying for a SRFB grant through the lead entity program are encouraged to attend to learn the procedures, policies and to meet Kay
Pre-application worksheet due to the SRSRB Office Dayton (by the end of business hours on April 30)	30-Apr	Provides awareness to those reviewing the projects and allows for early comments so that sponsors can revise accordingly
LE committee and RTT meet with potential sponsors to discuss pre-applications and scorecards/criteria; discuss easement eligibility and preferences	7-May	Information exchange between project sponsors and those that will be evaluating the proposals. Idea is to improve the projects by providing a clearer understanding of what the benefits of the project are and identifying them in subsequent proposal revisions
LE Committee and RTT tour potential projects	19-May	Allows for site visits to better understand each proposal and for sponsors to revise accordingly (Sponsors must make arrangements for tours if requested)
Sponsors need to notify CDs if they want SRFB Review Panel to visit project sites	20-May	The SRFB review panel is willing to tour a projects if requested, which allows the panel a better understanding and comment on project (Sponsors will be required to be present at projects site)
Deadline for draft applications to SRSRB Office; applications will not be accepted after this date unless sponsor successfully appeals LE Committee (apps due by midnight to SRSRB Office in Dayton attention Kris Buelow)	2-Jun	The intent of this early application deadline is critical in that allows ample time for review and revisions prior to project scoring and ranking in July. Applications must be submitted on SRFB application form in electronic format (WORD doc). (Sponsors will need to work with SRSRB staff to upload projects onto PRISM prior to 6/4)
Draft applications distributed to LE committee and RTT for review	4-Jun	Committee members and RTT will have from now until July 20 to review and comment on applications
SRFB review panel will visit sponsor's projects if requested	June 18-19	The review panel will tour projects if requested to gain better understanding and to interact with sponsor
Draft project review forms complete by SRFB Review Panel	7-Jul	The SRFB review panel will submit their comments on any projects they reviewed for sponsor's consideration
LE committee, RTT members, SRSRB members and sponsors meet to comment on projects and prescore all project applications.	20-Jul	To allow for committee members, RTT and SRSRB members to interact with project sponsors and provide comment on application prior to final submittal (Project sponsors will have 15 min to present project & address questions)
Sponsors revise applications based on comments - "Fix it Loop"	July 21-31	Based on comments received from the committee, RTT and Review Panel the sponsors should revise their applications if needed
Final applications including land owner agreements, match agreements, project design, etc are due to Conservation Districts by close of business	31-Jul	To allow for CDs to print, collate and distribute application to committee members and RTT so that they have enough time to review final applications prior to scoring and ranking in August. Applications must be delivered to the CD where the project will be conducted .
CD's distribute final applications to LE committee members	4-Aug	
Sponsors present project and relationship to scoring criteria and answer questions; LE committee scores and ranks projects	11-Aug	To allow sponsors to present proposals to committee/RTT and answer any last minute questions prior to the committee scoring and ranking the projects
Project application revisions/scrubbing/coordination	11-Aug & Aug 20	Committee/Staff/RTT work with sponsors of approved projects to refine proposal
Final applications due to SRSRB Staff for entry into PRISM	20-Aug	All final edits will be made in PRISM & HWS
Snake River Board finalizes project list	25-Aug	SRSRB as the Lead Entity has final decision over the ranked order of the project list and will determine that on this date
Application materials, including attachments are submitted via PRISM	1-Sep	SRFB must receive applications in PRISM for the project to be eligible for funding.
Snake River Lead Entity submits all materials to SRFB	8-Sep	
Snake River Board submits regional responses to SRFB	15-Sep	
2nd Draft project review forms complete	6-Oct	
Regional Presentations	Oct 13-16	
Draft 2009 Grant Report available for public review	Oct 29-Nov 12	
2009 Grant Cycle report complete and available for review	November	
SRFB Funding Meeting	December	
Conservation Districts (co-leads)	SRSRB	Snake River Salmon Recovery Board
Lead Entity Committee	SPONSOR	Project Sponsor
Lead Entity and Regional Technical Team	SRFB	Salmon Recovery Funding Board