

## 2018 WRIA 1 SRFB/PSAR GRANT CYCLE

Date	Action	Description	Who
Feb 26	Technical Workshop	Review data provided by sponsors requesting change(s) in the Project Development Matrices that identifies Tiers of Priority	Sponsors, Technical Reviewers and Staff
Mar 30	<b>Letters of Intent (Requirement)</b>	<b>All sponsors complete</b> required Letters of Intent due no later than March 30.	All Sponsors
Apr 2- Apr6	Provide PRISM number to <b>all sponsors</b>	The Lead Entity uses Letter of Intent to set up HWS to obtain a PRISM number. Sponsors use the number provided to enter draft application in PRISM.	Lead Entity, Sponsors
Apr 5	<b>PSAR Large Capital Project Draft Pre-Proposal Material in PRISM (Requirement)</b>	The Lead Entity is required to provide a clear link to a recovery plan strategy or demonstrate a benefit to treaty rights populations for each PSAR Large Capital Project pre-proposal submitted April 30 <sup>th</sup> in PRISM. In order for the Lead Entity to have time to provide this review and, if necessary, obtain policy guidance from the Lead Entity at an April 11 <sup>th</sup> meeting, this is a necessary step.	Sponsors of PSAR Large Capital Projects
Apr 9	Review Letters of Intent; Present concept (optional); <b>Align Large Capital Projects to Strategy in Local Plan</b>	The <b>WRIA 1 Salmon Recovery Staff Team and Technical Reviewers</b> will review the concepts presented in the Letters of Intent for the purpose of providing big picture feedback to sponsors on key information needs, flags, etc. for the sponsor to consider in their application. <b>Sponsors are invited to present their concept</b> for early feedback prior to submitting a draft application. <b>Sponsors notify Becky Peterson by April 1 if interested in this option (genevaconsulting@comcast.net).</b> <b>WRIA 1 Salmon Recovery Staff Team and Technical Reviewers</b> align large capital project proposals to local recovery plan and prepare recommendations, if any, for the WRIA 1 Management Team regarding PSAR Large Capital Projects.	Sponsors Lead Entity Technical Reviewers
Apr 11	WRIA 1 Management Team direction regarding large capital project proposals, if needed.	An update on the PSAR Large Capital Project pre-proposals will be provided to WRIA 1 Management Team along with any recommendations developed on April 9 <sup>th</sup> by WRIA 1 Salmon Recovery Staff Team and Technical Reviewers.	Lead Entity
April 30	<b>PSAR Large Capital Project Pre-Proposal Material in PRISM (Requirement)</b>	<b>Sponsors of PSAR Large Capital Projects</b> submit application materials, Salmon Project Proposal questions, and alignment information from Lead Entity in PRISM (refer to PSAR Large Capital Project RFP V.1.29.18)	Sponsors of PSAR Large Capital Projects
May 11	<b>Regular PSAR and SRFB projects draft applications due in PRISM (Requirement)</b>	<b>Sponsors enter draft applications materials into PRISM</b> (Refer to Manual 18 for checklist of materials required). <b>**Draft applications reflect the level of detail and specificity necessary to understand the project's unique objectives, habitat indicators, metrics, and limiting factors. The project sponsor should not plan to make substantive changes to the draft application after this date except to address early review comments from the June 8 site visits or to adjust the project scope if requested so as to accommodate available funding or unanticipated changes such as withdrawal of landowner willingness.**</b>	Sponsors
June 22	<b>Full proposal in PRISM for PSAR Large Capital Project Sponsors that are invited to submit full proposals (Requirement).</b>	By May 25 <sup>th</sup> , the <b>Puget Sound Partnership will invite sponsors of PSAR Large Capital Project pre-proposals to submit a full application</b> based on outcomes of preliminary tiering review.	Sponsors of PSAR Large Capital Projects
May 31/June 1	<b>All sponsors present projects and/or conduct site visits (Requirement)</b>	RCO grant manager, SRFB Review Panel members, sponsors, and WRIA 1 CRT participate in pre-application review and site visits. <b>Sponsors are required to participate; Technical Reviewers are requested to participate; full WRIA 1 CRT is encouraged to participate.</b>	All sponsors RCO/SRFB WRIA 1 CRT Technical Reviewers
June 15	Receive and review SRFB Review Panel comments two weeks after site visits on <b>regular PSAR and SRFB project proposals</b>	RCO grant manager provides review panel comment forms to lead entity and sponsors. Lead entity distributes comments to WRIA 1 CRT. Sponsors address review panel comments using track changes (see Manual 18).	Lead Entity Sponsor WRIA 1 CRT
July 5-15	<b>PSAR Large Capital Project sponsors receive feedback from regional reviews and respond within ten days.</b>	Sponsors of PSAR Large Capital Projects will receive feedback from reviewers on July 5 <sup>th</sup> . Sponsors will then have 10 days to modify and resubmit proposals before final scoring. Final rankings will be announced on July 27 <sup>th</sup> .	Sponsors of PSAR Large Capital Projects
July 9	<b>Regular PSAR and SRFB sponsors present final proposal to technical reviewers (Requirement)</b>	<b>Regular PSAR and SRFB sponsors present final proposal to Technical Reviewers. Lead Entity distributes links to WRIA 1 CRT for application review.</b>	Regular Sponsors Lead Entity WRIA 1 CRT Technical Reviewers
July 11	1. Summary Memo and Completed Evaluation Form for Technical and CRT review submitted to Lead Entity. 2. Final Application in PRISM for <b>Regular SRFB and PSAR projects (Requirement)</b>	<b>Sponsors provide the following information to Lead Entity for local reviewers:</b> <ul style="list-style-type: none"> <li>• Sponsor completed section of project evaluation form.</li> <li>• Memo that concisely summarizes and/or clarifies information or adjustments made to the final application since the site visits.</li> <li>• Overview map that shows the proposed project and relationship to all completed or planned projects in the reach.</li> </ul> <b>Complete final application in PRISM by end of the day.</b>	Sponsors WRIA 1 CRT Technical Reviewers
Wk of Jul 16	Technical Reviewer Ranking Session	Technical reviewers provide evaluate project applications; outcomes for CRT	Technical Reviewers
Wk of Jul 23	WRIA 1 CRT Ranking	Lead Entity convenes WRIA 1 CRT ranking session. Sponsors encouraged to attend to respond to questions, if any.	WRIA 1 CRT Sponsors
Aug 1	Approve final ranked list	The WRIA 1 Watershed Management Board, or its Management Team, as the WRIA 1 Lead Entity reviews WRIA 1 CRT recommendation for 2017 SRFB Project List and approves ranked list.	Lead Entity
Aug 9	<b>Applications Submitted</b>	<b>Sponsors submit final applications in PRISM including attachments.</b>	Sponsors
Aug 15	Lead Entity submittals	<b>Lead entities submit draft ranked lists via PRISM online.</b>	Lead Entity