SALMON RECOVERY FUNDING BOARD (SRFB) GRANT APPLICATION PROCESS

<u>Sponsors</u>

It is the responsibility of the Sponsor to understand and meet the requirements of the WRIA 1 process that is described in this document and the WRIA 1 annual grant schedule, and the RCO/SRFB process that is described in Manual 18 https://rco.wa.gov/documents/manuals&forms/Manual_18.pdf.

<u>Letter of Intent Submittal</u>

Project sponsors are required to submit a Letter of Intent for a project proposal to the Lead Entity Coordinator. Proposed projects must be either referenced in the most recent WRIA 1 4 Year Work Plan or determined to be consistent with it. Letters of Intent are due on the date established in the timeline made available in the Request for Projects; project proposals that have not submitted Letters of Intent will not be considered.

The Letter of Intent must be completed in full. The project description needs to address the information identified in the Letter of Intent form. The information provided in the Letter of Intent is used to confirm grant program eligibility and to create a Habitat Work Schedule (HWS) page for the accepted proposed projects and generate a PRISM number for the project sponsor where the sponsor will complete their project application.

<u>Opportunities for Technical Input</u>

Project sponsors have the opportunity to receive early technical input, guidance, and or feedback from the Lead Entity technical staff and/or technical members of the WRIA 1 Combined Review Team (CRT), which includes technical and community reviewers, on their project proposal prior to preparing a draft application. Sponsors interested in pursuing this option for early feedback should contact the Lead Entity Coordinator for scheduling time on a WRIA 1 Salmon Recovery Staff Team meeting.

<u>Draft Applications</u>

Draft applications are due in PRISM by the date in the grant timeline. Manual 18 identifies the information necessary for draft applications three weeks prior to the SRFB required site visits.

In addition to the Manual 18 identified information for draft applications, the WRIA 1 Lead Entity requires that sponsors also:

- Complete all sections of the draft application identified in Manual 18
- Include a quantification of the benefit to fish populations
- Include a quantification of habitat targets
- Previously funded phases should be sufficiently advancing when draft applications are due
- Work site metrics should be completed in PRISM

The WRIA 1 Lead Entity expectation for draft applications is that very little content will change between the draft and final applications. The primary changes will be associated with addressing comments received from SRFB Review Panel members and CRT members after the site visits/presentations and adding final draft attachments such as signed Landowner Acknowledgement Forms and final deliverables from previously funded phases, if applicable.

Site Visits and Presentations

Project sponsors are required to present their project proposals to the SRFB reviewers and local WRIA 1 CRT members. Sponsor presentations of project proposals may include either an orientation of the project proposal and a site visit or for projects that are not scheduled for a site visit, a full presentation of all aspects of the project. Some project proposals may not require a site visit. The need for a project site visit will be determined by the Lead Entity Coordinator in consultation with RCO and SRFB Reviewers. A recommended format for the presentation will be provided. Time will be limited and allocated based on the number of proposals. Sponsors will provide full presentations with notes for individual slides so the information is available to the CRT and SRFB Review Panel members throughout the review process. Comments from SRFB Reviewers and local technical reviewers will be provided to the sponsor within two weeks of the site visits and presentations. SRFB Reviewer comments are required to be addressed in the final application. Comments identified as critical by local technical reviewers should also be addressed in the final application.

Final Applications

Following receipt of local and SRFB review comments from the site visits/presentations and draft applications, sponsors will refine their proposals in PRISM to address comments in the project proposal and attachments in PRISM including completing the required RCO/SRFB form for tracking changes. The Sponsors will also provide a written summary of changes made between the draft and final application stage and provide the summary to the Lead Entity Coordinator the same date as the final applications are due. This written summary is provided to the CRT to facilitate their review of the final applications in a very short timeframe before review and ranking. Additional written information from sponsors may be required to facilitate the local review and ranking process. The final application is used by the Combined Review Team to review and rank project proposals. Through the ranking process, suggestions or conditions for project proposals may be identified. There will be approximately one week between the Lead Entity approval of the CRT's recommended ranked list and submittal of the final application to RCO to make changes that result from the ranking process. The Project Sponsor is responsible for ensuring that all requirements of Manual 18 have been met, and for submitting their application by the due date.

<u>Review and Ranking</u>

Technical members of the CRT evaluate technical elements of project applications. Outcomes of the technical evaluation are distributed to the full CRT in advance of the CRT ranking session. The Combined Review Team discusses and ranks in priority order all of the project proposals under consideration for funding. The Combined Review Team ranking session includes both the technical reviewers and community reviewers. Sponsors are strongly encouraged to attend the Combined Review Team ranking session.

<u>SRFB Review and Funding</u>

After sponsors submit their final applications in PRISM and RCO grant managers conducts a completeness review, the SRFB Review Panel meets to review all of the project applications across the state. As part of their review, SRFB Reviewers may label a project as NMI (needs more information) or POC (project of concern). Sponsors will be notified of the outcomes of the SRFB Review. If a sponsor's project is "cleared", no additional response is required. If a sponsor's project comes back as NMI, the sponsor is required to address the SRFB Reviewers' comments. If a sponsor's project is identified as a POC, the project sponsor will be required to present project information to the SRFB Review Panel, Puget Sound Partnership, and/or SRFB as needed to answer any clarifying questions or address requests for more information. Final project scopes may need to be altered during this phase of the process.