



2021 SRFB Grant Round Timeline

Italics indicate temp dates. Colored cell indicates SRTCC meeting

Task Description	Dates	Notes/Details	Project Sponsor	Required for voting
Project Solicitation RFP Distributed	By Jan 1	- Letter of Intent, RFP and grant round information distributed. - Grant info is available from the Lead Entity Coordinator (LEC) at D.Pucci@islandcountywa.gov .		
Letter of Intent Due	Jan 15	-Letter of Intent due to LEC at close of business -Letter of Intent form available from the LEC .	Deadline	
Letter of Intent Review	Jan 20	-Proposals will be invited provided they align with the Recovery plan and are very likely to be publicly supported. Decided at Jan 20 SRTCC meeting.		
PRSIM # from LE	Jan 20- Feb 15	- Contact LE Coordinator to get PRISM project number. Allow 3 days.		
Applications Due in PRISM	Feb 15	- Sponsors work with LE Coordinator to submit into HWS & PRISM. - See requirements in Manual 18. https://rco.wa.gov/wp-content/uploads/2019/05/SAL-Manual18.pdf .	Deadline	
Ranking Criteria/Procedures review	Feb 17	SRTCC reviews ranking criteria prior to site visits and ranking meeting, to ensure common understanding of how criteria apply to this year's projects.		
Site Visits	March 4	- SRFB review panel, RCO staff, and local reviewers visit each site. - Sponsors must meet reviewers to review eligible proposal and site conditions. - Site Visits will be remote this year – slide show and videos (if appropriate)	Required	Required (if not able to be at Presentations)
Review Panel Comment Form	April 2	Applicants receive their first comment form from the SRFB Review Panel which will identify their projects as Clear, Conditioned, Needs More Information (NMI), or Project of Concern (POC). RCO will return applications for projects in a Conditioned, NMI, or POC status to allow applicants to update their application and respond to comments.		
LE call with Review Panel	Apr 12	<i>Optional.</i> Lead entities can schedule a one-hour conference call with project applicants, RCO staff, and one SRFB Review Panel member to discuss NMI, POC, or conditioned projects in their lead entity.		
Pre-scores Due to LEC	April 16	- SRTCC members pre-score the proposals using WRIA 6 Scoring Criteria. Send to the LEC by COB.		
Pre-score	April 21	- SRTCC members who are also sponsors may participate in pre-scoring of all projects. - IT IS HIGHLY RECOMMENDED that project sponsors attend meeting to answer questions. If questions arise at this meeting and sponsors are not present to clarify or answer, the project's ranking may be affected.	Recommended	Required

Final Applications Due	May 3	- Sponsors update and complete all proposal requirements in PRISM consistent with Manual 18 and WRIA 6 requirements. - Sponsor must notify lead entity coordinator that application is complete.	Deadline	
Score adjustments due to LEC	May 14	- SRTCC members send adjusted scores to LEC		
Review, scoring, ranking and approval of Project List	May 19	- SRTCC reviews final scores and finalizes prioritized project list for submittal and consideration by the SRFB. -Sponsors do not attend, or participate in, final scoring.		Required
RCO Final apps deadline in PRISM	June 29 noon	<i>RCO deadline for final applications. Use this and shift our schedule later? Means final scoring in July not May.</i>		
Review Panel list of projects for Regional meeting	July 29	Applicants receive the final SRFB Review Panel comment forms, which will identify their projects as Clear, Conditioned, or Project of Concern (POC).		
Final ranked list approval	Aug 13	<i>If required.</i> SRTCC meeting to finalize list prior to submission		
Sponsor responses “conditioned” or “POC” projects due	Aug 14	Sponsors with projects that are “conditioned” or identified as a “Project of Concern” (POC) should provide a final response to review panel comments in PRISM. If no response to comments is submitted, RCO staff will assume the project has been withdrawn for funding.	Deadline	
Project list submitted to region (LE DEADLINE)	Aug 14	LEC submits items to region (Puget Sound Partnership). Includes prioritized habitat list and other items required by Manual 18.		
SRFB allocation decision	September	SRFB decision for project funding allocation.		