



2026 WRIA 13 Salmon Habitat Recovery Committee SRFB and PSAR Process

PROPOSED Timeline and Monthly Meeting Dates

FINAL 12-03-2025

DATE	PHASE	DESCRIPTION
January 14 1:30 – 3:30 pm	MEETING	Monthly LE meeting
January 30 Close of business	DUE DATE: Letters of Intent	Applicants for Salmon Recovery Funding Board funds must complete a Letter of Intent and all associated documents. Submitting a Letter of Intent does not obligate the sponsor to submit a full proposal. However, the Letter of Intent notifies the Lead Entity of intent to apply and without this, the project will not be eligible for funding in the current round. All projects must come from the current 4-Year-Work-Program. Projects will need to be submitted from the Salmon Recovery Portal – formerly the Habitat Work Schedule (Amy will help on this step).
February 4	Legislative Outreach Salmon Day on the Hill	Meeting with area Legislators with Citizen Committee Representatives. Partners from around the state will be participating and some may join in our local meetings.
February 11 12:30 – 3:30 pm	MEETING: Sponsors to discuss their Letter of Intent	Monthly LE meeting. All sponsors who are proposing a project are required to do an informal 10-minute presentation for the entire LE Committee. This discussion should include the maps and photos that are submitted for consideration through the Letter of Intent
March 4	MEETING	Monthly LE meeting
March 24 Close of business	DUE DATE: Full, final proposals due in PRISM	Complete proposals are due into PRISM, inclusive of all attachments. All materials are due on this date. The more thorough the project is at this stage, the more meaningful the feedback the LE, RCO and the Review Panel is able to offer. SPONSOR submits projects on PRISM.
April 8 9:00 am-5:00 pm (hold)	SITE VISITS	Monthly LE meeting
May 27 9:00 – 5:00 (hold) <i>This meeting will combine May and June monthly meetings</i>	RANKING MEETING: Entire LE committee ranks the proposals	Project sponsors will prepare a 20-minute PowerPoint presentation to the entire LE Committee. There will be additional 10-minutes for questions, for a total of 30 minutes for each project proposal. LE committee members will score each project following the presentation. These numerical scores will be tabulated at the end of the presentations and utilized as the starting point for discussion amongst committee members.

DATE	PHASE	DESCRIPTION
May 29	Receive comments from the Review Panel	Approximately two weeks after the site visits, sponsors will receive comments from the Review Panel (RP). The RP will categorize each project as 'clear', 'need more information', or 'flagged' for additional review at the regional area project meeting. Once these comments are received, sponsors should update their applications (using track changes) to address RP concerns in addition to attaching a separate document into PRISM called "Response to Site Visit Review Panel Comments".
June 8-9	Sponsor conference call with Review Panel	Lead entities may schedule a 1-hour conference call with project applicants, RCO staff, and one SRFB Review Panel member to discuss "Needs More Information," "Project of Concern," or "Conditioned" projects in their lead entities.
June 22 noon	SRFB DUE DATE:	The applicant submits final revised application materials via PRISM. All projects must be submitted by this date. See Application Checklist.
July 8 1:30 – 3:30 pm	MEETING	Monthly LE meeting
July 24	Final sponsor comment form due to Review Panel	Applicants receive the final SRFB Review Panel comment forms, which will identify their projects as Clear, Conditioned, or Project of Concern (POC).
August 5 <i>NOTE: one week earlier</i> 1:30 – 3:30 pm	MEETING	Monthly LE meeting
August 6	Lead Entity and sponsors deadline to accept Review Panel's conditioned projects. Also, LE ranked list due in PRISM	Applicants with "Conditioned" projects must indicate whether they accept the condition or are withdrawing their project.
September 9 1:30 – 3:30 pm	MEETING	Monthly LE meeting
September 15-16	SRFB funding meeting	Board awards grants. Public comment period available.
September 30 (early October meeting) 1:30 – 3:30 pm	MEETING	Monthly LE meeting
November 18 1:30 – 3:30 pm	MEETING	Monthly LE meeting
December 16 <i>NOTE: one week later</i> 1:30 – 3:30 pm	MEETING	Monthly LE meeting