

Siuslaw Collaborative Watershed Restoration Program Fund Timeline for 2017-18 Proposals

DATE	ACTION	WHO	TASKS
I. Stewardship Outreach Process:			
JAN, MAY	Roundtable Review of Annual Timeline	Rndtblt reps	Roundtable reps bring ideas for improvements/changes to timeline
MAY-JUL	Update Outreach brochures, websites, newsletter articles w/ examples of projects, planned events, etc. CPRCD provides outreach funds to groups w/ outreach plans	Stewardship Groups (SGs)	Prepare and distribute outreach brochures, hold events, and attend field trips. Groups provide input on distribution & notification; CPRCD, USFS, Watershed Councils and SWCDs have new materials and links to Stewardship websites
II. Application Packet Development:			
FEB-MAY	Update application form as needed	CPRCD, USFS, GROUP input	Make any needed changes or updates to eligibility criteria, match requirements, maps, etc.
FEB-APR	Update map for application packet (for application & website) if needed	USFS	GIS stewardship map w/ names - USFS
MAR-APR	Review eligibility and match criteria.	SGs, USFS, CPRCD	Add to application and information packet; examples, photos of projects
MAY	Roundtable review of application materials	USFS, CPRCD, Roundtable reps	Clarify policies, procedures and Roundtable role in upcoming funding cycle
MAY	Pre-Application and information packet completed	CPRCD, SGs	All information up on websites completed
MAY	Post info on Cascade Pacific website	CPRCD	Post updated application, criteria, timeline, reporting forms, project photos & examples
MAY-JUN	Potential Wyden Applicants present ideas to SG's	SG's	SG provides feedback on whether project is acceptable
III. Application Period Open:			
JUNE 1	Request for Proposal Press Release & Pre-Applications period opens.	CPRCD, SGs	Available at http://www.cascadepacificstewardship.org/multilist_1/documents-forms/documents-forms . send to ASG, MPSG & SSG email lists, USFS media list, USFS website
JUNE - JULY	General projects approved by SG's and Pre-Applications drafted by applicants	CPRCD, SGs	SG's discuss projects to be considered and identify USFS Technical Specialist
JULY	Pre-Applications presented to USFS Forest Specialist. Technical Review preparation.	CPRCD, SGs	USFS Specialists will recommend whether further Technical Review is needed (see Pre-Application form).
AUG 1	DEADLINE for SIGNED Pre-APPLICATIONS-submit to CPRCD	CPRCD, USFS	Email to CPRCD (courtney@cascadepacific.org) Pre-Application with required Forest Specialist Natural AND Cultural Resource representative's approval & signatures
AUG 3	Pre-Application forms forwarded to Technical Review Committee Coordinator	CPRCD	CPRCD will forward all Pre-Application as soon as received, to the USFS Technical Review Committee Coordinator
AUG 1- SEPT 18	Approved pre-applicants can submit full applications to CPRCD	SCWRP Applicants	Complete Pre-Application including confirming landowner support and other partner contributions
AUG	Set up Technical Review Committee work plan/load based on Pre-Applications.	CPRCD, USFS	USFS Lead selects members & coordinates meeting dates
SEP 18	DEADLINE FOR STEWARDSHIP FUND APPLICATIONS	CPRCD	Email to CPRCD (courtney@cascadepacific.org) by noon (12pm)

IV. Stewardship Fund Application Selection and Approval:			
SEP 25	SCWRP Fund Applications reviewed & sent to Tech Review Committee	CPRCD	Forward reviews after cleared by CPRCD (full applications)
SEP 26-OCT 9	Technical Review Committee reviews SCWRP Fund Applications	Technical Review Committee and USFS Lead	Technical Review Committee confers and finalizes review comments and findings; Field review if necessary
By OCT 16	Technical Review Committee Report available to groups	USFS Lead	Technical Review Committee Coordinator compiles SCWRP Fund Application evaluations into a written report for SG's and Roundtable meetings
OCTOBER	Stewardship Group(s) meetings	ASG, MPSG, SSG, HSG	Groups prepare Roundtable reps for upcoming meeting; apply their criteria for project prioritization
NOV 6-10	Roundtable meets to review SCWRP Fund Applications	CPRCD, Roundtable Reps, Tech	Roundtable reps determine priority list based on agreed upon policy, procedures and social & political criteria of individual groups
By NOV 17	Revised Stewardship Fund Applications due at CPRCD	Applicants	Applicants resubmit SCWRP Fund Applications to CPRCD, addressing Technical Review Committee concerns and any budgetary changes recommended by the Roundtable representatives
NOV	Stewardship Group(s) meetings	ASG, MPSG, SSG, HSG	Stewardship groups meet to hear Roundtable report and add any comments to go along with funding recommendations report to USFS
NOV 27-DEC 1	Siuslaw Stewardship Board of Directors reviews SCWRP Fund Applications	USFS Board of Directors	Board recommends final package of project proposals to the SNF Forest Supervisor and the Regional Forester
DEC 4-DEC 22	SCWRP Fund Applications sent to regional office for review & approval	USFS	Regional Office may require clarification or changes from CPRCD and/or Siuslaw NF
JAN-FEB	Regional office approves awards	CPRCD	CPRCD sends SF424 application to USFS Grants & Agreements for funding of approved projects
MAR-MAY	Funding and contract paperwork finalized	USFS & CPRCD, CPRCD & Awardee	CPRCD prepares contracts; reviews project timelines, contractor roles, outcomes, monitoring requirements, etc. Project contracts sent out for signatures. Projects can begin when permits and landowner permissions are received and contracts are signed.