

National Coastal Wetlands Conservation Grant Program

Schedule for 2009 Proposal Review Process

Regional Office Schedule	Washington Office Schedule
	January 30, 2008. Memo is sent to the Directorate announcing the grant schedule for FY 2009 grant cycle. Grant announcement is put on Grants.gov web site.
February 2008. Regional Wildlife and Sport Fish Restoration Program (WSFR) offices contact States to request applications and provide guidance.	
	June 2008. Assistant Director - Fisheries and Habitat Conservation sends memo to Directorate requesting the nominees for the National Ranking Panel.
June 27, 2008. The Fish and Wildlife Service (Service) Regional WSFR offices receive the State applications and date stamp the title page. Late applications are ineligible.	
June 29 – July 27, 2008. Regional WSFR offices examine each application for substantiality and eligibility. Applications that do not qualify are returned to the State. They may not be resubmitted after June 27, 2008. Copies of all eligible applications are provided to the Coastal Program Coordinator for scoring.	
August 1, 2008. The unscored, original eligible applications are due in the Washington Office (WO) WSFR (Attention: Christy Kuczak)	August 1, 2008. Unsourced, original eligible applications are received by the WO WSFR. Original applications are forwarded to WO Division of Fish and Wildlife Management and Habitat Restoration (MAHR).
	October 21 – 23, 2008. The Program Coordinators convene a National Ranking Meeting at Port Townsend, WA.
	October 27 – November 21, 2008. MAHR prepares FY 2009 award recommendations and supporting documentation for the Director.

Regional Office Schedule (Cont.)

Washington Office Schedule (Cont.)

	November, 2008. Final estimate of available funds in FY 2009 will be provided by WO WSFR.
	November 21, 2008 – December 5, 2008. The Assistant Directors of Fisheries and Habitat Conservation and Wildlife and WSFR review and approve the awards recommendation concurrence package and forward it to the Director.
	December 5, 2008 – December 19, 2008. The Director approves the award recommendations with or without changes
	December 2008 – January 2009. The FY 2009 awards are announced and press release is published.