

**EXHIBIT B -
STATEMENT OF WORK**

Title: Snohomish/Stillaguamish LIO – FFY2014 Funding

Background

Working with and on behalf of organizations with interests in Water Resources Inventory Areas (WRIA) 5 and 7, the goal of the Snohomish-Stillaguamish Local Integrating Organization (LIO) is to facilitate the integration of local programs and actions that advance the Puget Sound Partnership Action Agenda. The LIO is comprised of a nine-member Executive Committee and a twenty-one member Implementation Committee. The Executive Committee is the main decision-making body and includes representatives from the Tulalip and Stillaguamish Tribes, King and Snohomish Counties, the Port and City of Everett, and the cities of Arlington, Snohomish, Stanwood and North Bend. The Implementation Committee is comprised of a diverse group of stakeholders including members from state and local agencies, tribes and nongovernmental organizations, and is the primary working group preparing materials for review by the Executive Committee.

Task 1: Maintain, organize, facilitate and administer the Snohomish-Stillaguamish Local Integrating Organization

Snohomish County, in collaboration with the Executive and Implementation Committees of the Snohomish-Stillaguamish LIO is responsible for organizing and supporting a committee of representative Action Agenda implementation interests. The Snohomish-Stillaguamish LIO shall maintain sufficient administration, facilitation, and coordination capacity to support the annual work program of the LIO consistent with direction from the PSP.

Required for FFY 2014 Funding:

- Subtask 1.1 Snohomish County, as grant administrator, employs the LIO Coordinator who is identified as the local point of contact for the Snohomish-Stillaguamish Local Integrating Organization. The LIO Coordinator contact information is:
Ms. Karen Stewart, AICP
Snohomish County Public Works, M/S #607
3000 Rockefeller Ave.
Everett, WA 98201-4046
Karen.Stewart@snoco.org (425) 388-6464
- Subtask 1.2 The LIO Coordinator will serve as the primary agent for arranging, coordinating and reporting with local participants.
- Subtask 1.3 The LIO Coordinator will arrange meetings, prepare agendas, and facilitate meetings of the Snohomish-Stillaguamish LIO Executive Committee, Implementation Committee, and subcommittees of these committees.
- Subtask 1.4 The LIO Coordinator will develop and distribute meeting summaries and other materials to the PSP, Committees and others as directed by the Committees.
- Subtask 1.5 The LIO Coordinator will submit updated membership information for each LIO representative to the PSP on a quarterly basis if there are membership changes.

- Subtask 1.6 The LIO Coordinator will provide information to the public (via presentations and web site) about the Snohomish-Stillaguamish LIO and PSP Action Agenda, meetings and opportunities for content review.
- Subtask 1.7 The LIO Coordinator will participate in regional meetings, trainings and conferences, including:
- Attending regional LIO coordinator meetings quarterly and trainings/workshops organized or supported by the PSP.
 - Participating on behalf of the LIO in at least one Leadership Council Report Card Forum annually, as well as periodically attending meetings of the Science Panel, ECB and Leadership Council.
 - Attending national conference of the American Planning Association in Seattle and presenting information about the Action Agenda and local efforts to recover Puget Sound.
 - Attending ECO Net summit and annual STORM Symposium to present information about the LIO and Near Term Actions.

Task 2: Coordinate Local Implementation of the Action Agenda

The Snohomish-Stillaguamish LIO Executive Committee will work with the Implementation Committee to assist owners to implement the sixteen local Near Term Actions within the 2014 Action Agenda local profile.

Required for FFY 2014 Funding:

- Subtask 2.1 Identify and coordinate funding opportunities (National Estuary Program and other relevant funds) for Near Term Actions or ongoing programs in the Action Agenda. Provide assistance such as responding to RFPs, preparing LIO-approved letters of endorsement, preparing an NTA budget and implementation plan and forming strategic partnerships.
- Subtask 2.2 The LIO Coordinator will document the process used to sequence local Near Term Actions and Performance Measures. Also, identify barriers to NTA implementation and form strategic partnerships with groups such as Floodplains by Design, Sustainable Lands Strategy, LIO Coordinators, lead entities, conservation districts, and marine resources committee to find opportunities to address these barriers.
- Subtask 2.3 Partner with Snohomish-Camano and King ECO Nets to advance education and outreach elements of Near Term Action implementation with particular emphasis on *SNST11: Coordinated education and outreach leading to behavior change*. In addition, look for opportunities to pursue projects with other LIOs.

Task 3: Coordinate Performance Management

The Snohomish-Stillaguamish LIO will report on activities/deliverables/outputs through a quarterly progress report to PSP generally within two weeks of the end of each quarter (January 10, April 10, July 10, and October 10). These reports will be used for the Financial Ecosystem Assessment Tracking system (FEATs), NEPORT, and other reporting needs. Quarterly Near Term Action status reports and annual financial reports in this task are closely linked with Task 2 regarding identifying and addressing barriers to Action Agenda implementation. PSP will provide a copy of the Report Card status report to the coordinators at the close of each quarter.

Required for FFY 2014 Funding:

- Subtask 3.1 Send progress reports, billing summary by task, and proof of expenditure for these activities to the PSP on a quarterly basis in the PSP reporting format.
- Subtask 3.2 Track implementation and status of local Near Term Actions on a quarterly basis, and include them as part of the quarterly progress report in the Action Agenda Report Card reporting format.
- Subtask 3.3 Distribute progress reports to LIO Executive and Implementation Committees quarterly.
- Subtask 3.4 Track and report financial data on an annual basis in PSP reporting format, including estimated costs and budgeted (available) amount for each local Near Term Action.

Task 4: Update Local Action Agenda Pressures, Near Term Actions and Performance Measures

The Snohomish-Stillaguamish LIO will use new information to refine local pressures; near-term actions, implementation strategies and performance measures for the 2016 Action Agenda, and update and refine their Action Agenda local profile. This update will be conducted based on guidance and a timeline developed by the PSP and shared with all LIOs by May 2015.

- Subtask 4.1 Adopt a process to prioritize and sequence local Near Term Actions within the 2016 Action Agenda according to guidance provided by the PSP and reflecting a common standard of practice across LIOs.
- Subtask 4.2 Use standardized soundwide terminology in LIO planning. This terminology includes the soundwide Pressure Taxonomy and soundwide Action Agenda sub-strategies.
- Subtask 4.3 Incorporate watershed-scale Chinook monitoring and adaptive management work for watersheds within the LIO geography into LIO planning and prioritization consistent with guidance provided by the PSP. Lead entity staff will provide presentations to the LIO of progress made in Chinook monitoring and adaptive management framework development for WRIAs 5 and 7.
- Subtask 4.4 Provide to PSP a prioritized list of local ecosystem pressures based on the LIO's analysis of the Puget Sound Pressure Assessment.

Schedule and Deliverables

The following table translates the tasks identified above into the deliverables and timeline for which the Fiscal Agent will be responsible for reporting. The reporting time period is Federal Fiscal Year 2015 (October 1, 2014 to September 30, 2015). Summaries of progress towards tasks are to be included in quarterly progress reports, and deliverables are to be provided to the PSP within two weeks of the end of each reporting period in which they were completed, as noted in the table (January 10, 2015; April 10, 2015; July 10, 2015; and October 10, 2015).

Table 1: Summary of FY 2014 Scope of Work Deliverables and Budget.

Deliverables	Reporting Period FFY 2015			
	Oct – Dec 2014	Jan– Mar 2015	Apr– Jun 2015	Jul– Sep 2015
Task 1: Maintain, organize, facilitate and administer the Snohomish-Stillaguamish Local Integrating Organization	<i>\$15,941</i>			
Subtask 1.3 Provide LIO meeting agendas to PSP in advance of LIO meetings.	X	X	X	X
Subtask 1.4 Prepare and distribute meeting summaries and materials to the LIO and PSP.	X	X	X	X
Subtask 1.5 Submit updated name and organizational affiliation of each LIO member to PSP.	X	X	X	X
Subtask 1.7 Provide to PSP agendas from meetings, conferences and trainings attended by LIO Coordinator.	X	X	X	X
Task 2: Coordinate Local Implementation of the Action Agenda	<i>\$24,226</i>			
Subtask 2.1 Document coordination of NTA implementation in quarterly progress reports to PSP.	X	X	X	X
Subtask 2.2 Document funding coordination in quarterly progress reports to PSP.	X	X	X	X
Task 3: Performance Management	<i>\$23,983</i>			
Subtask 3.1 & 3.3 Send Progress Reports, Billing Summary by task and proof of expenditure for these activities to PSP on a quarterly basis in PSP reporting format.	X	X	X	X
Subtask 3.2 Provide PSP the status of local NTAs and performance measures in the PSP reporting format (performance status, status comments, updated cost and budget estimates, and progress towards milestones) on a quarterly basis. Provide exception reporting and corrective actions as necessary.	X	X	X	X
Subtask 3.4 Provide PSP financial data on an annual basis in PSP reporting format, including estimated costs and budgeted amount for each local near term action.			X	
Task 4: Update Local Action Agenda Pressures, Near Term Actions, & Performance Measures	<i>\$10,850</i>			
Subtask 4.1 Provide to PSP the criteria and process used to prioritize and sequence local near term actions in the 2016 Action Agenda.			X	
Subtask 4.2 Provide to PSP a prioritized list of ecosystem pressures based on the LIO's analysis of the Puget Sound Pressure Assessment by July 31, 2015.				X
Total Budget	<i>\$75,000</i>			

PROGRAM SPECIFIC REQUIREMENTS/NARRATIVE

Staffing Requirements: The PSP Executive Director or designee must approve project personnel changes.

**EXHIBIT C -
Budget & Billing Procedures**

Title: Snohomish/Stillaguamish LIO – FFY2014 Funding

CONTRACT: 2015-09															
PROJECT TITLE: Snohomish/Stillaguamish LIO - FFY2014 Funding															
Job Classification	UNIT	RATE	TASK 1			TASK 2			TASK 3			TASK 4			TOTAL
			UNITS	COST		UNITS	COST		UNITS	COST		UNITS	COST		
Project Specialist IV, LIO	HR	\$35.96	148	\$ 5,322	401	\$ 14,420	397	\$ 14,276	96	\$ 3,452					
TOTAL SALARY			148	\$ 5,322	401	\$ 14,420	397	\$ 14,276	96	\$ 3,452					
Project Specialist IV, LIO	HR	53%		\$ 2,821		\$ 7,643		\$ 7,566		\$ 1,830					
TOTAL BENEFITS				\$ 2,821		\$ 7,643		\$ 7,566		\$ 1,830					
OVERHEAD		15%		\$ 798		\$ 2,163		\$ 2,141		\$ 518					
SUBCONTRACTS		\$ -		\$ 7,000		\$ -		\$ -		\$ 5,050					
TOTAL SUBCONTRACTORS				\$ 7,000		\$ -		\$ -		\$ 5,050					
TOTAL COSTS				\$ 15,941		\$ 24,226		\$ 23,983		\$ 10,850					\$ 75,000