

**LIO Progress Report Template**

This progress report should be turned in to the PSP project manager, and the Contract Paypack (invoicing spreadsheet) should be turned into PSP Fiscal. All deliverables should be uploaded to Box.

Contract # 2017-24  
 Agreement Title Snohomish/Stillaguamish LIO  
 Period of the Progress Report July – September 2017  
 Name and Position of Person Completing Report Jessica Hamill/LIO Coordinator  
 Downloaded into the Box.com Deliverables Folder? Y/N Pending Folder / Final Folder

| Tasks or Sub-task # | Due Date   | Update on activities, activities completed this period, progress on deliverables   | Task or subtasks/activity status description (drop down) | Brief description of any complication or issues in accomplishing the task or subtask | On track to spend down task or subtask budget, off track, or amendment to budget |
|---------------------|------------|--|--|--|--|
| 1.03                | 10/13/2017 | LIO Coordinator organized and facilitated 2 EC meetings (7/28/17 and 9/7/17), 2 IC meetings (7/27/17 and 8/24/17), and 4 subcommittee meetings (8/16/17, 8/31/17, 9/11/17 and 9/19/17) in Everett. Agendas provided publicly and to LIO members in advance of meetings.  | Complete   | None   | On track   |
| 1.04                | 10/13/2017 | LIO Coordinator developed and distributed summary minutes and meeting materials for 2 EC meetings, 2 IC meetings and 4 Subcommittee meetings. Meeting summaries and minutes were sent to the LIO members and publicly available in advance of and following meetings. Meeting summaries have been uploaded to Box. | Complete   | None   | On track   |

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|------|------------|---|----------|--|----------|
| 1.05 | 10/13/2017 | Roster of LIO Committee members (both IC and EC) have been uploaded to Box.   | Complete | None as it relates to accomplishing the task. However, there is rapid attrition among Committee members as they are not seeing the value in LIO participation nor are they seeing the regional application of this planning work. The LIO is currently evaluating Committee membership and the overall organizational structure. We are also hoping that the recent increase in NEP funding awards combined with the new NTA solicitation will catalyze some increased engagement. | On track |
| 1.06 | 10/13/2017 | LIO Webpage Updates are documented in the LIO Website Screen Shots document on Box. Updates were made to the following sections of the webpage: Current Priorities, EC Meeting page, IC Meeting page, Subcommittee page, and the main page. | Complete | None   | On track |
| 1.07 | 10/13/2017 | LIO Coordinator attended 1 Coordinators meeting (8/1/17) in Edmonds. Agenda has been uploaded to Box.   | Complete | None   | On track |

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| 1.08 | 10/13/2017 | Not required to report this quarter. This was reported on last quarter. See previous progress report.   | Complete | None   | On track |
| 2.01 | 10/13/2017 | Funding opportunities were passed along to LIO members throughout the reporting period. We have also been sending coordinated Funding Announcements (which can include more information than funding opportunities) to the LIO and the LEs which have been very well received. Copies of emails and the update/funding announcements were uploaded to the Box site. | Complete | None   | On track |
| 2.02 | 10/13/2017 | LIO Coordinator attended (virtually and in-person) 3 Action Agenda Coordination Group (AACG) meetings (7/26, 8/15, and 9/14). The agendas for those meetings can all be found here: <a href="https://app.box.com/notes/75845025262?s=kyrhtxtom9eq03ybop5yrksfp6vk4ot">https://app.box.com/notes/75845025262?s=kyrhtxtom9eq03ybop5yrksfp6vk4ot</a>                   | Complete | Initially thought participation was one monthly meeting with occasional "special meetings." We seem to be meeting weekly (this has started to level off a bit in July). At several meetings it has become apparent that some members of the AACG may not understand or respect the role of LIOs, which leaves me wondering what value there is for locals to continue this effort, particularly in areas where the LIO has not added value by accelerating recovery. | On track |

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| 2.03 | 10/02/2017 | The LIO NTA Development and Review process was submitted on 10/02/2017. The deliverable has been uploaded to Box and can be found here: <a href="https://pspwa.box.com/v/LIODevandReviewofNTA">https://pspwa.box.com/v/LIODevandReviewofNTA</a>   | Complete | None  | On track |
| 2.04 | 10/13/2017 | LIO NTA direct fund selection process documented in the 7//27 and 8/24 meeting summaries for the LIO IC. Continuing efforts are focused on an NTA gap analysis. This helped inform the LIO's decision in awarding the most recent direct allocation to a stormwater NTA. I have also uploaded the NTA recommendation submittal to the SI Leads. | Complete | None  | On track |
| 3.01 | 10/13/2017 | Progress report, billing summaries and all invoices were submitted on 9/27/17. All deliverables are uploaded to Box.  | Complete | None.<br>Appreciate the flexibility provided in previous reporting periods. | On track |
| 3.02 | 10/13/2017 | There is only one 2014 NTA remaining. The LIO Coordinator assisted with completion of that reporting requirement and that NTA is now closed.  | Complete | None  | On track |

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| 3.03 and 3.05 | 10/13/2017 | LIO Coordinator and support staff assisted several 2016 NTA owners with the August reporting. Copies of the unfunded NTA reporting have been uploaded to Box.  | Complete | None | On track |
| 4.01          | 10/13/2017 | Reported during previous quarter. Regional presentation occurred at the Summit in March. The agenda and poster have been uploaded to Box.  | Complete | None | On track |
| 4.02          | 10/13/2017 | Reported during previous quarter. The Final Ecosystem Recovery Plan was uploaded to Box on June 30 <sup>th</sup> and sent to the ERC.  | Complete | None | On track |
| 4.03          | 10/13/2017 | <p>Reported during previous quarter and no changes. See below.</p> <p>The Miradi files related to the Recovery Plan have not been updated. However, we did make edits to the Sno-Stilly Integration Model Miradi files. These files are part of the ongoing effort to evaluate the organizational structure of the LIO.</p> <p>The Miradi files from that effort (including the potential organizational alternative models) have been uploaded to the Box folder during Q1 reporting.</p> | Complete | None | On track |

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| 4.04 | 10/13/2017 | <p>Gaps and barriers analysis completed and recommendations included in Gap Crosswalk memo submitted to Box folder during previous reporting round (deliverable under the 267 supplemental contract but also applies here). Results of analysis have been incorporated into the Plan and have been summarized for the LIO Committees. The IC and EC approved the final plan and it was submitted to PSP on the 30<sup>th</sup> of June. The EC will be discussed these gaps and barriers at their July meeting.</p> <p>A large gap is being addressed and that is the effectiveness of the LIO structure. Work on that effort will be ongoing throughout this year. We have also drafted a funding strategy and are hoping to present this to the Committee soon. Potentially, after the 2018 process has concluded to fold in those NTAs).</p> | Complete | None | On track |
|------|------------|---|----------|------|----------|

The update on activities should provide a detailed description of what has happened during the reporting period for each task. **Briefly** touch on deliverables completed or in progress, milestones, lessons learned, outcomes achieved, and any other relevant information. You can also attach additional materials to your report as needed to help describe progress being made. Any deliverables completed should be posted on the Box site.

Status descriptions (planned, behind schedule, current, completed, cancelled) are drop-down menus. Move your cursor over the word that is there, click the word, and a menu will appear with the items listed below. Choose one that best describes what the status is of that particular task. You may have completed one or two activities in the task, but still need to work on other activities – if this is the case then you are either Current or Behind Schedule. If you have questions, talk with your project manager.