

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 # 2018-12
 Agreement Title Snohomish/Stillaguamish LIO
 Period of the Progress Report January – March 2018
 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	4/16/2018	LIO Coordinator organized and facilitated 2 IC meetings/NTA workshops (1/17/18 and 3/14/18) in Everett. Agendas provided publicly and to LIO members in advance of meetings, and included in Box.	Current	None	On track
1.04	4/16/2018	LIO Coordinator developed and distributed summary minutes and meeting materials for 2 IC meetings/NTA workshops (1/17/18 and 3/14/18). 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.	Current	None	On track

1.05	4/16/2018	Roster of LIO Committee members (both IC and EC) have been uploaded to Box.	Current	Ongoing concerns about attendance, particularly from small cities, suggesting content not relevant to participants and/or not relevant enough to justify committing limited capacity. Ongoing work exploring "added value" to participants and potential organizational structure efficiencies. However, noticing an improvement in attendance from non-Committee member organizations suggesting an opportunity to broaden our participation outreach on LIO Committees.	On track
1.06	4/16/2018	Implementation Committee page updated with meeting/workshops materials. Main page updated with Action Agenda 2018-2022 and NTA related information, and relevant links are included: https://snohomishcountywa.gov/3556/LIO---Current-Priorities	Current	None	On track
1.07	4/16/2018	LIO Coordinator attended 1 Coordinators meeting (2/27/18) in Edmonds.	Current	None	On track
2.01	4/16/2018	We sent out coordinated Funding Announcements (which can include more information than funding opportunities) to the LIO and the LEs in January and February.	Current	None	On track

		Copies of emails and the update/funding announcements were uploaded to the Box site.			
2.02	4/16/2018	<p>As previously reported, process and criteria have been provided and are included in Appendix B of the NTA solicitation (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: https://pspwa.box.com/v/LIODevandReviewofNTA). We have about 78 NTAs in our LIO. Facilitated coordination and communications between US Forest Service Staff and Stilly LE, USDA staff and LIO, Ecology staff and LIO via emails and phones calls about relationship between LIO as well as CCC needs. Two letters of partner commitment for NTAs have been uploaded to Box. Will submit procedural record and recommendations when finalized in May.</p>	Current	<p>Challenges have been tracking all the NTAs being proposed locally, regionally, and Sound Wide. Coordination happens organically with minimal need for LIO intervention (I did observe an increase in LIO coordination due to encouragement from EPA and the SILs, which was much appreciated). Would be good to think about how to combine regional/local review capacity in future rounds. The Coordination is fantastic but capacity is very limited.</p>	On track

2.03	4/16/2018	Nothing to report as there was no direct fund opportunity during this quarter. Previous direct funding communications have been uploaded to Box for the previous quarter.	Current	None	On track
2.04	4/16/2018	Worked with partners to refine an NTA around a funding strategy for the NTAs and salmon recovery projects on the 4YWP (NTA 2018-0888). As reported in the previous grant, we have a draft funding strategy for the 2016 NTAs. Once the NTA process has concluded in May, we can adapt the funding strategy to our 2018 NTAs. If our NTA gets funded, we can have a more robust/targeted funding strategy. We hope to have a more robust evaluation of projects to better communicate the economic benefits—this could be a Sound Wide pilot.	Current	None	On track
3.01	4/16/2018	Progress report uploaded to Box and sent to PSP Project Manager. Deliverables all uploaded to Box.	Current	None	On track
3.02	4/16/2018	Billing summaries by task have been submitted monthly through February 2018. The March billing will be processed after the 22 nd of the month (when all hours are accounted for). We are in the process of	Current	None	On track

		amending the budget to shift more funds to task 2 as the budget to develop NTAs and coordinate this process was too low.			
3.03	4/16/2018	There was no NTA reporting required during this quarter. Many unfunded 2016 NTA owners are planning on closing those NTAs and will likely not have to report. There is still a lot of nervousness around the multiple reporting requirements (FEATS, NTA reporting through PSP, and State Agency reporting).	Current	None	On track
3.04	4/16/2018	All progress reports and billings are available on the LIO website: https://snohomishcountywa.gov/3692/LIO---Quarterly-Reports	Current	None	On track
4.01	4/16/2018	Responded with feedback to email from partnership on reporting needs including audience, purpose and content expected in Miradi Reports. Beyond the initial training and template draft, there is no further work on Executive Summary development. Would be good to work with our ERC on this task once NTA review has concluded.	Current	None	On track

4.02	4/16/2018	No progress to report. Work this quarter has been devoted to NTA development and review. However, we did present Ecosystem Recovery Plan strategies at the March 14 th NTA Refinement workshop.	Current	The exercise of having NTA owners place their NTA in the appropriate strategy results chain box proved to be valuable because we identified actions that are addressing gaps, as well as gaps in our strategy logic that would inform adaptive management. I inquired as to whether there would be an effort to map the 2018 NTAs to the Implementation Strategies as those are intended to be the documents guiding recovery investments. The SILs said they would need to explore that idea further, with stormwater initially responding that NTAs for BIBI or TIF would inherently address gaps as that is what the regional priorities are intended to do. It could also inform gaps in strategy logic.	On track
4.03	4/16/2018	Next steps for the LIO Plan are to develop an Executive Summary, map the 2018 NTAs to the recovery strategy results chains, and develop a funding strategy. We will also be working on developing local goals for vital signs that don't have them and integrating implementation strategy content.	Current	Capacity, along with a higher priority need to implement actions, is a limiting factor to adaptive management. Work in the second half of 2018 will be devoted to adaptive management. We will be hoping to ramp up HWB integration later this year.	On track

4.04	4/16/2018	<p>Although we had been checking the files in and out to review them and were thinking about changes we'd like to make, no substantive changes to report this quarter. Miradi files will be updated in the next reporting period after NTAs have been reviewed and tiered.</p>	Current	<p>Similar comments as in task 4.03. Capacity has been committed to NTA development and review. Adaptive management will take place later in the year.</p>	On track
4.05	4/16/2018	<p>Coordination with OSU staff on a work plan for integrating HWB and ecosystem services into project development. OSU staff will present to the LIO EC on the 26th of April. The EC will decide at what level the LIO should participate. We are also continuing work on integration with our salmon recovery Lead Entity in both basins. That work will be ongoing throughout the year. The next EC meeting will have some time to reflect on how the Stillaguamish test is functioning as a dual LE/LIO. Conversations with the Snohomish basin have stalled but we hope to arrange a joint meeting of the Co-Chairs or the full Committees for the LIO EC and the Snohomish Forum.</p>	Current	<p>Similar comments as in task 4.03. Capacity has been committed to NTA development and review. Adaptive management will take place later in the year.</p>	On track

4.06	4/16/2018	Similar comments as in task 4.03. Capacity has been committed to NTA development and review. Adaptive management will take place later in the year.	Current	Budget may not allow for the development of many communication materials. However, development of an executive summary and work on integrating HWB may lead to good communication materials. We already have a brochure and poster of our LIO Recovery Plan contents.	On track
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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.