

LIO Progress Report Template (FFY 2019)

- Upload Progress Report to Box and notify PSP Contract Manager via email
- Contract Paypack (invoicing spreadsheet) should be emailed into PSP Fiscal.
- All deliverables uploaded to Box

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| 1. Contract # | 2019-15 |
| 2. Agreement Title | Sano-Stilly LIO – FFY2018 |
| 3. Period of the Progress Report | <u>Oct - Dec 2018</u> |
| 4. Name and Position of Person Completing Report | Jessica Hamill, LIO Coordinator |
| 5. Downloaded into the Box.com Deliverables Folder? | <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, in Pending Folder |
| 6. Due date for progress report: | January 15th |

Update on activities : 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 under Pending Deliverables. Deliverables will be moved to the Final Deliverables folder at contract close-out.

Status descriptions - 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.

Tasks or Sub-task #	Update on activities, activities completed this period, progress on deliverables	Task or subtasks/activity status description	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
SUBTASK		Choose an item.		Choose an item.

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TASK 1				
<p>Subtask 1.01-2 Maintain a local point of contact for the LIO</p>	<p>LIO Coordinator maintains local point of contact and serves as agent for local engagement and coordination. Link to LIO website: https://snohomishcountywa.gov/831/Local-Integrating-Organization</p>	<p>Current</p>	<p>None</p>	<p>On task to spend down</p>
<p>Subtask 1.03 Arrange LIO meetings, prepare agendas and facilitate meetings</p>	<p>2 SWC meeting (10/24/18 and 11/28/18), 2 TAG meeting (10/10/18, 11/14/18), and one Snohomish IC meeting (11/1/18). All agendas have been uploaded to Box. Meeting materials for all TAG meetings are available here: http://www.stillaguamishwatershed.org/TAG%20Meetings/TAGmeetings.html</p> <p>Meeting materials for all SWC meetings are available here: http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html</p> <p>Meeting materials for the Snohomish IC meeting are available here: https://snohomishcountywa.gov/2232/LIO---Implementation-Committee</p>	<p>Current</p>	<p>I hope the links to the webpages work as a deliverable. It doesn't make much sense (nor does the site function very well) to download voluminous materials from the host webpage, save them to my desk top, then upload them to another page. Items can be downloaded by the respective PSP PM as desired.</p>	<p>On task to spend down</p>
<p>Subtask 1.04 Develop and distribute summary notes and materials to LIO committees and the Partnership</p>	<p>2 SWC meeting (10/24/18 and 11/28/18), 2 TAG meeting (10/10/18, 11/14/18), and one Snohomish IC meeting (11/1/18). All meeting summaries have been uploaded to Box. Meeting materials for all TAG meetings are available here: http://www.stillaguamishwatershed.org/TAG%20Meetings/TAGmeetings.html</p> <p>Meeting materials for all SWC meetings are available here: http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html</p>	<p>Current</p>	<p>Would prefer to provide links to these materials rather than having to upload to Box in addition.</p>	<p>On task to spend down</p>

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	Meeting materials for the Snohomish IC meeting are available here: https://snohomishcountywa.gov/2232/LIO---Implementation-Committee			
Subtask 1.05 Submit updated name, org. affiliation, contact information (email), and role (which committee(s)) of each LIO member	Roster of LIO Committee members (both Snohomish IC and Cross-basin EC) have been uploaded to Box. SWC membership can be found on the SWC agendas, the one from 11/28 is linked here: http://www.stillaguamishwatershed.org/SWC%20Meetings/2018%20Meetings/11-28-November/SWC%20Agenda%2011-28-18.pdf . SWC membership is also included in the Snohomish Implementation Committee roster.	Current	2019 planning underway to fill vacant positions and potentially add new committee members.	On task to spend down
Subtask 1.06 Maintain notice of meetings agendas, summary notes and/or opportunities for content review. Maintain info on a public website	We have been transitioning to a new webpage format so have been moving documents over and making minimal updates until migration is finalized. IC and EC webpages (https://snohomishcountywa.gov/2227/LIO--Executive-Committee) updated with meeting materials. Main page updated with information about new organizational structure. Current Priorities page updated with Action Agenda 2018-2022 and NTA related information, and relevant links are included: https://snohomishcountywa.gov/3556/LIO---Current-Priorities	Current	We have been transitioning to a new webpage format so have been moving documents over and making minimal updates until migration is finalized.	On task to spend down
Subtask 1.07 Participate in regional meetings and trainings	Participated in one LIO Coordinator's meeting (11/6/18).	Current	None	On task to spend down
Subtask 1.08 Coordinate with the salmon recovery lead entity(ies) by beginning	Both LE Coordinators and the LIO Coordinator meet weekly. We coordinate agenda content, project development, funding priorities, as well as structural improvements. Integration workshop	Current	There is a lot to coordinate on. Great to have ERC's support our coordination efforts, particularly as it related to the PSP board work that	On task to spend down

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conversations around improved collaboration & participating in workshops & trainings.	planning for January 2019, not during this reporting period.		overlaps with LIO priorities/concerns.	
Subtask 1.09 Attend and present at the 2019 Summit	Not required to report this quarter.	Current	Nothing to report this quarter. Will report next quarter as required.	On task to spend down
OPTIONAL: Subtask 1.10 Assist LIO in the process to nominate the LIO's Ecosystem Coordination Board (ECB) representative and alternate ECB representative. Provide letter to ECB with nomination.	Not required to report this quarter.	Current	Nothing to report this quarter. Will report next quarter as required.	On task to spend down
OPTIONAL Subtask 1.11 Participate in other sub-regional or regional meetings (ex. Lead Entity). Maximum reimbursed: 20 hours.	Agenda content is integrated in the Stillaguamish basin. Great strides have been made toward an integrated agenda with LIO and LE topics. LIO Coordinator was peripherally involved in Int. workshop planning committee. Attended one Snohomish LE meeting.	Current	None	On task to spend down
TASK 2				
Subtask 2.01 Support and steward the 2018 –2022 AA. Coordinate and catalyze implementation of NTAs- <i>See contract for specifics</i>	Provided LIO feedback on Habitat SIL shortlist of NTAs for 2018 funding recommendations. Mapping 2018 NTAs to LIO ERP results chains as part of gap analysis. Mapping work also support funding strategy to support implementation of LIO NTAs. Letter of support submitted for one 2018 NTA (as part of grant application for State funds) and uploaded to Box. Funding announcements (along with other basin/recovery related updates) are sent out to all LIO participants monthly. Those announcements have been uploaded to Box.	Current	None	On task to spend down

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Subtask 2.02 Participate in the AA adoption process and after action review	The LIO provided a comment letter on the AA. The letter has been uploaded to Box. Feedback also provided at the 11/28/18 AACG meeting.	Current	The thank you letter to the LIO was appreciated as it does take time to engage in AA development.	On task to spend down
Subtask 2.03 Coordinate and execute a process to identify and recommend NTA for direct funding from SI Leads	Coordinated process to identify direct funding in the Stilly basin. A PDF describing that process has been uploaded to Box.	Current	Improved coordination with Habitat SIL and LIOs. Would be good to have similar coordination with other SILs.	On task to spend down
OPTIONAL Subtask 2.04 Provide input on the 2022 –2026 AA Comp Plan update, expected to begin summer 2019.	Provided input via AACG (11/28/18). LIO also submitted a letter which summarizes comments/input on the AA. That letter has been uploaded to Box.	Current	Not sure if this is a “complete” task as I don’t know what other Comp. Plan input may be requested.	On task to spend down
OPTIONAL Subtask 2.05 Participate in AACG	Participated in one AACG meeting (11/28/18) and met with LIO AACG reps on 12/14/18 to discuss AA/LIO related concerns/thoughts etc.	Current		On task to spend down
TASK 3				
Subtask 3.01 Distribute Progress Report and deliverables to PSP quarterly	Submitted to Box and emailed to Erin Murray 1/15/19	Current		On task to spend down
Subtask 3.02 Distribute billing summary by task and proof of expenditure to PSP monthly	Billings submitted to PSP Fiscal monthly through November. December billing coming following 1/22/19 payroll reconcile, as normal practice. Signed A-19’s for October and November uploaded to Box.	Current	None	On task to spend down
Subtask 3.03 Provide an update on outreach to LIO NTA owners to PSP in two progress reports	Not required to report this quarter. Some assistance provided during November 30 th reporting deadline.	Current	Unfunded NTA owners continue to be annoyed by the requirement to report. There is acknowledgement that the process is much simpler but it still reminds people they have an unfunded priority, which is not pleasant.	On task to spend down
Subtask 3.04 Distribute Progress Report to LIO	Not required to report this quarter. Progress report will be uploaded to the LIO website by the end of January, here:	Current	None.	On task to spend down

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committee(s) at least quarterly	https://snohomishcountywa.gov/3692/LIO---Quarterly-Reports			
OPTIONAL Subtask 3.05 Intermediate Performance Measures	Nothing to report as no such workshop has been convened.	Current	There are many local representatives that would be interested in attending such a workshop and providing input.	On task to spend down
OPTIONAL Subtask 3.06 Data Systems Improvement: Provide input to design of new tools for NTAs < 5 hrs	Nothing to report as no such input has been requested. We did review Puget Sound Info as a concept and provided input into that.	Current	Look forward to hearing more about this.	On task to spend down
TASK 4				
Subtask 4.01 Contribute to communications development, products, & presentations of Plans- <i>see contract for specifics</i>	Not required to report this quarter. I look forward to additional guidance from PSP on this task. It might be helpful to talk about the 2 nd and 3 rd bullets of this subtask at the Feb LIO Coordinator's meeting.	Choose an item.	Nothing to report this quarter. Will report next quarter as required.	Choose an item.
Subtask 4.02 Adaptively manage LIO Plan	<p>Next steps for the LIO Plan are to develop an Executive Summary, map the 2018 NTAs to the recovery strategy results chains, and refine the draft funding strategy to be more relevant to 2018 projects. We will also be working on developing local goals for vital signs that don't have them and integrating implementation strategy content. TAG members in the Stilly have met to work on floodplain goals for that Basin. It would be good to organize a regional effort to communicate LIO priorities to an audience of "decision-makers." We will look for opportunities to do that.</p> <p>We are also ramping up work on integrating HWB and ecosystem services valuations into recovery planning/implementation. There is a meeting scheduled in October to</p>	Current		On task to spend down

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	talk about next steps in this effort with OSU staff.			
Subtask 4.03 Support LIO Plan Synthesis development for Imp. Strategy integration & other regional product integration	We did have a presentation from Alexandra Doty and contract support at the November LIO meeting. Provided some feedback on synthesis products (templates) at LIO Coordinator's meeting 11/6/18. No attendance at IS workgroup meetings has been requested (that I can recall).	Current	Would be good to have regular updates on IS progress at LIO Coordinator meetings.	On task to spend down
OPTIONAL				
OPTIONAL Subtask 4.04 Integration of Human Well Being Framework into LIO Plan	Attendance at one HWB workshop (10/12/18)	Choose an item.		Choose an item.
OPTIONAL Subtask 4.05 Incorporate climate change adaptation/ planning into the LIO Plan	Not required to report this quarter.	Current	Need to assess if sufficient capacity and budget. Currently seems unlikely we will have either in 2019.	On task to spend down