

LIO Progress Report Template (FFY 2020)

- 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

1. Contract # 2020-28
2. Agreement Title Snohomish/Stillaguamish LIO – FFY 2019
3. Period of the Progress Report Oct – Dec 2019 [Choose an item.](#)
4. Name and Position of Person Completing Report Kit Crump/Kathleen Pozarycki, LIO Coordinator
5. Downloaded into the Box.com Deliverables Folder? No 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. |
| TASK 1 | | | | |

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| <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>Completed</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>1 LIO EC meeting (10/24/19) and 1 LIO IC meeting (12/11/19). All EC agendas and materials are available here https://snohomishcountywa.gov/2227/LIO---Executive-Committee and all IC agendas and materials are available here https://snohomishcountywa.gov/2232/LIO---Implementation-Committee</p> | <p>Completed</p> | <p>None</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>1 LIO EC meeting (10/24/19) and 1 LIO IC meeting (12/11/19). All EC agendas and materials are available here https://snohomishcountywa.gov/2227/LIO---Executive-Committee and all IC agendas and materials are available here https://snohomishcountywa.gov/2232/LIO---Implementation-Committee</p> | <p>Completed</p> | <p>None</p> | <p>On task to spend down</p> |
| <p>Subtask 1.05 Submit updated name, org. affiliation, contact information (email), and role (which committee(s)) of each LIO member.</p> | <p>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 here: http://www.stillaguamishwatershed.org/SWC%20Meetings/2018%20Meetings/11-%20November/SWC%20Agenda%2011-28-18.pdf. SWC membership is also included in the Snohomish Implementation Committee roster.</p> | <p>Completed</p> | <p>None</p> | <p>On task to spend down</p> |
| <p>Subtask 1.06 Maintain notice of meetings agendas, summary notes and/or opportunities for content review. Maintain info on a</p> | <p>Snohomish-Stillaguamish LIO Website</p> | <p>Completed</p> | <p>None</p> | <p>On task to spend down</p> |

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| public website. | | | | |
| Subtask 1.07 Participate in regional meetings and trainings. | Participated in one LIO Coordinator's meeting (11/5/19) and one EPA Funding Model meeting (12/12/19). | Completed | None | On task to spend down |
| Subtask 1.08 Coordinate with the salmon recovery lead entity(ies). Participate in PSP facilitated workshops, discussions & trainings. | Presented the latest developments of the PIC Phase 2 NTA to the Stillaguamish Lead Entity citizen committee at their October meeting. | Completed | None | On task to spend down |
| Subtask 1.09 Attend and present at the Mobilizing Funding Symposium (Spring 2020?). | N/A for this quarter | Choose an item. | N/A | Choose an item. |
| OPTIONAL Subtask 1.13 Participate in other sub-regional or regional meetings (ex. Lead Entity). Maximum reimbursed: 20 hours. | N/A for this quarter | Choose an item. | N/A | Choose an item. |
| TASK 2 | | | | |
| Subtask 2.01 Support and steward the 2018 –2022 AA. Coordinate and catalyze implementation of the Action Agenda- <i>See contract for specifics.</i> | Funding announcements (along with other basin/recovery related updates) are sent out to all LIO participants monthly. Those announcements have been uploaded to Box. | Completed | None | On task to spend down |
| Subtask 2.02 Identify and recommend an NTA for direct funding from the SI Leads. Communicate process and recommendation to SI Leads and PSP. | We ran a collaborative process for NTA selection. One NTA and two alternates were selected for direct funding at the 12/11/19 LIO IC meeting. Recommendation communicated to SI Leads and PSP. | Completed | None | On task to spend down |

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| Subtask 2.03 Participate with SI Leads and IS Workgroups to refine and develop the Implementation Strategies. | N/A for this quarter | Choose an item. | N/A | Choose an item. |
| TASK 3 | | | | |
| Subtask 3.01 Distribute Progress Report to PSP and share with LIO committee(s) at least quarterly. | Progress Report 1 completed 1-15-2020 | Completed | None | On task to spend down |
| Subtask 3.02 Send billing summary monthly to PSP. | Monthly billing summaries provided to PSP | Completed | None | On task to spend down |
| Subtask 3.03 Support local NTA owners to track implementation status on a 6 month basis. Using PS info track financial data and progress measures annually. | Not required this quarter. | Choose an item. | N/A | On task to spend down |
| Subtask 3.04/.07 Develop and distribute local ecosystem recovery plan progress report to LIO committees and PSP. | Progress report will be uploaded to the LIO website by the end of January, here: https://snohomishcountywa.gov/3692/LIO---Quarterly-Reports | Choose an item. | None | On task to spend down |
| TASK 4 | | | | |
| Subtask 4.02 Adaptively manage LIO Plan. | We are working on integrating HWB and ecosystem services valuations into recovery planning/implementation. Alexa is leading this project for the LIO. HWB project participants met after the LIO Coordinator's meeting in November. Cascadia completed some NTA data input into our DASEES file for decision support use at the 12/11/19 LIO IC meeting. | Current | None | On task to spend down |

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| <p>Subtask 4.03 Support LIO Plan Synthesis development for Imp. Strategy integration & other regional product integration.</p> | <p>N/A for this quarter</p> | <p>Choose an item.</p> | <p>N/A</p> | <p>Choose an item.</p> |
| <p>OPTIONAL Subtask 4.05 Integration of human well being framework into LIO Plan.</p> | <p>Attended one HWB participant meeting (11/5/19). Attended and coordinated HWB project check-in (10/16/19) with consultants and OSU project manager. Conducted data entry work session (11/15/19) with OSU project manager. Participated in conference call with DASEES developers and OSU project manager (12/2/19). Coordinated check-in and HWB project update presentation at 12/11/19 LIO IC meeting with OSU project manager.</p> | <p>Current</p> | <p>None</p> | <p>On task to spend down</p> |
| <p>OPTIONAL Subtask 4.08 Participate on the SI Advisory Teams. Review Materials and provide feedback.</p> | <p>Attended Habitat SIAT meetings (10/22, 10/29, 12/4 and 12/10).</p> | <p>Current</p> | <p>None</p> | <p>On task to spend down</p> |