

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 2020
- 3. Period of the Progress Report Apr – Jun 2020 [Choose an item.](#)
- 4. Name and Position of Person Completing Report Alexa Ramos-Cummings, LIO Coordinator
- 5. Downloaded into the Box.com Deliverables Folder? No Yes, in Pending Folder
- 6. Due date for progress report: _____ April 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 SWC meeting (5/27/20), 2 TAG meetings (4/8/20 and 6/10/20), 1 LIO EC meeting (4/30/20). All SWC agendas and materials are available here http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html All TAG agendas and materials are available here http://www.stillaguamishwatershed.org/TAG%20Meetings/TAGmeetings.html All LIO Snohomish 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 SWC meeting (5/27/20), 2 TAG meetings (4/8/20 and 6/10/20), 1 LIO EC meeting (4/30/20). All SWC agendas and materials are available here http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html All TAG agendas and materials are available here http://www.stillaguamishwatershed.org/TAG%20Meetings/TAGmeetings.html All LIO Snohomish IC agendas and</p>	<p>Completed</p>	<p>None</p>	<p>On task to spend down</p>

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	materials 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 here: http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html . SWC membership is also included in the Snohomish Implementation Committee roster.	Completed	None	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.	Snohomish-Stillaguamish LIO Website	Completed	None	On task to spend down
Subtask 1.07 Participate in regional meetings and trainings.	Participated in LIO Coordinators meetings (4/28/20, 5/1/20, 5/5/20). Participated in Action Agenda workshop (6/9/20).	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.	Agenda content is integrated in the Stillaguamish basin to include LIO and LE topics.	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	On task to spend down
OPTIONAL Subtask 1.13 Participate in other sub-regional or regional meetings (ex. Lead Entity). Maximum	Agenda content is integrated in the Stillaguamish basin to include LIO and LE topics. Participated in Snohomish lead entity meetings.	Choose an item.	N/A	Choose an item.

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reimbursed: 20 hours.				
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. 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.	Stilly LE Coordinator coordinated process for direct funding NTA selection in the Stillaguamish basin. Recommendation communicated to SI Leads and PSP by May deadline.	Current	None	On task to spend down
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	On task to spend down
TASK 3				
Subtask 3.01 Distribute Progress Report to PSP and share with LIO committee(s) at least quarterly.	Q3 Progress Report completed 7/15/20. Progress report will be uploaded to the LIO website by the end of July, here: https://snohomishcountywa.gov/3692/LIO---Quarterly-Reports	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	Not required this quarter.	Choose an item.	N/A	On task to spend down

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progress measures annually.				
Subtask 3.04/.07 Develop and distribute local ecosystem recovery plan progress report to LIO committees and PSP.	N/A	Choose an item.	None	Choose an item.
TASK 4				
Subtask 4.02 Adaptively manage LIO Plan.	We are working on integrating HWB into recovery planning/implementation. We are working with the region to integrate revised Vital Signs and to inform 2022 Action Agenda with local context.	Current	None	On task to spend down
Subtask 4.03 Support LIO Plan Synthesis development for Imp. Strategy Integration & other regional product integration.	N/A	Choose an item.	N/A	Choose an item.
OPTIONAL Subtask 4.05 Integration of human well-being framework into LIO Plan.	Attended HWB project meetings (4/6/20, 5/5/20, 5/18/20, 6/10/20) and Structured Decision Making workshop (5/29/20). Working with OSU team to prioritize and integrate HWB into LIO Plan.	Current	None	On task to spend down
OPTIONAL Subtask 4.08 Participate on the SI Advisory Teams. Review Materials and provide feedback.	N/A	Choose an item.	None	Choose an item.