

LIO Progress Report Template (FFY 2020-2021)

- 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 folder 'pending deliverables'

1. Contract # 2021-12
2. Agreement Title Snohomish/Stillaguamish LIO-FFY2021 Funding
3. Period of the Progress Report (Q1-Q4) Quarter 4
4. Name and Position of Person Completing Report Kathleen Pozarycki
5. Downloaded into the Box.com Deliverables Folder? No Yes, in Pending Folder
6. Due date for progress report: Choose an item._9-30-21

Update on activities: provide a **detailed** description of what has happened during the reporting period for each task. **Describe 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	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				
Subtask 1.01-2 Maintain a local point of contact for the LIO	Attended Monthly LIO Coordinators meetings <ul style="list-style-type: none"> • 7-6-21, 7-27-21, 8-3-21, 8-8-21, 9-7-21 PSP/LIO check in meetings	Completed		On task to spend down

LIO Progress Report Template (FFY 2020-2021)

	<ul style="list-style-type: none"> 7-14-21, 8-5-21, 9-16-21, 9-21-21 Participated in ERC Interview 7-1-21			
Subtask 1.03 Arrange LIO meetings, prepare agendas and facilitate meetings	<ul style="list-style-type: none"> Facilitated 3 LIO workshops to begin development of LIO Workplan on 8-23-21, 9-9-21 & 9-21-21 	Completed		On task to spend down
Subtask 1.04 Develop and distribute summary notes and materials to LIO committees and the Partnership	Draft summary notes and meeting materials completed as applicable	Completed		On task to spend down
Subtask 1.05 Submit updated name, org. affiliation, contact information (email), and role (which committee(s)) of each LIO member in MiradiShare. Notify ER Team liaison, and update member roster when there is a change to participation.	LIO members updated in Miradi	Completed		On task to spend down
Subtask 1.06 Maintain publicly-available information about the LIO, including notice of meetings, agendas, summary notes, and opportunities for content review. Maintain up to date LIO information on public website.	The Sno/Stilly LIO Website is up to date and has all information, files, meetings, agendas and meeting notes uploaded.	Completed		On task to spend down
Subtask 1.07 Participate in regional meetings and trainings	<ul style="list-style-type: none"> Attended Long Live the Kings Marine Survival workshop for North Puget Sound on 7-20-21 	Completed		On task to spend down
Subtask 1.08 Coordinate with the salmon recovery lead entity(ies). As needed, adaptively manage LIO structure to better reflect integration.	<ul style="list-style-type: none"> Facilitated Lead Entity check in on 7-19-21 & 9-13-21 with Snohomish and Stillaguamish coordinators Attended Stillaguamish Watershed Council Meeting 9-22-21 Attended Snohomish Basin Team meeting 9-29-21 Attended WRIA 8 Mtg Attended 9-16-21 Snohomish Policy Development Com Mtg 	Completed		On task to spend down

LIO Progress Report Template (FFY 2020-2021)

Subtask 1.09 Prepare and participate on behalf of the LIO at Partnership Board or Council meeting, if requested.	N/A	Completed		On task to spend down
Subtask 1.10 Assist LIO in the process to nominate the LIO's ECB representative and alternate ECB representative.	<ul style="list-style-type: none"> Sno/Stilly LIO nominated Snohomish County Executive Dave Somers to serve as the ECB Rep and he accepted. A formal letter from the LIO was provided to PSP to support nomination of Executive Somers. 	Completed		On task to spend down
Subtask 1.11 Attend two Partnership workshops that support goals of overall LIO program.	<ul style="list-style-type: none"> Attended Shellfish beds IS meeting 8-2-21 & 8-23-21 Attended Conservation Standards Crash Course 101 workshop 7-29-21 Attended Conservation Standards Mini-workshops 1-3 on 8-3-21, 8-11-21 & 9-8-21 	Completed		On task to spend down
TASK 2				
Subtask 2.01 Coordinate and catalyze implementation of the 2018-2022 Action Agenda through support of NTAs. <i>See contract for specifics</i>	Ongoing	Completed		On task to spend down
Subtask 2.02 Coordinate and execute a process to identify and recommend an NTA(s) for direct funding by the SILs, if applicable.	<ul style="list-style-type: none"> LIO selected NTAs were not funded this grant round Attended August 5th EPA/SILS funding guidance meeting 	Completed		On task to spend down
Subtask 2.03 Prior to each ECB meeting, engage the LIO ECB representative regarding issues and preferences of the LIO.	<ul style="list-style-type: none"> Helped facilitate August 8 check in with Executive Somers, Ron Wesen and partners. Held August 9 ECB Prep meeting with SWM Director Gregg Farris. Attended August 12 ECB Meeting. 	Completed		On task to spend down

LIO Progress Report Template (FFY 2020-2021)

Subtask 2.04 Engage with the Partnership and SIL baseline conversations around the development and execution of the 2022 Action Agenda. Coordinate local area content for 2022 AA inclusion.	Submitted ranked list of strategies to PSP with recommendations for strategies to group or streamline.	Completed		On task to spend down
TASK 3				
Subtask 3.04 Develop and distribute Progress Report to LIO committee(s) and the Partnership two times a year.	Ongoing	Completed		On task to spend down
TASK 4				
Subtask 4.01 Update and adaptively manage LIO Plan – <i>see contract for specifics</i>	Worked with Cascadia Consulting to review Miradi files in a series of meetings including 7-6-21, 7-22-21, 8-4-21, & 9-9-21	Completed		On task to spend down
Subtask 4.02 Review materials and provide feedback on needed materials for Puget Sound Info platform	Provided a series of suggestions and ideas to Alex Mitchell to improve the use and functionality of the PS Info Platform	Completed		On task to spend down
TASK 5				
Subtask 5.01 Support LIO participation in regional planning and coordination groups.	Participated in 7-15-21, 8-12-21 and 8-19-21 LIO Policy Subcommittee Meetings on Shoreline armoring loopholes	Completed		On task to spend down
Subtask 5.02 Work with LIO committee members to determine opportunities to inform and educate local decision makers on the work of the LIO, including LIO Plan and associated gaps and barriers.	Ongoing	Completed		On task to spend down
Subtask 5.05 Facilitate removal and/or reductions of LIO priority barriers through Continuous Improvement.	<ul style="list-style-type: none"> Septic Video check in 9-22-21 Completed septic care video transcript. Final video pending subcontractor submittal. Content addresses the barrier; SSLIO 07.1 Outreach, technical 	Completed		On task to spend down

LIO Progress Report Template (FFY 2020-2021)

	assistance, incentives, and enforcement for improved on-site septic management			
Subtask 5.06 Support priority NTAs and AA implementation by building LIO capacity to efficiently and effectively compete for project funding.	<ul style="list-style-type: none"> • Sent out reminders to all NTA owners in Sno/Stilly watershed to submit quarterly progress reports. • Sent additional ideas for improvement to PSP for Action Agenda Tracker website and reviewed options for NTA outreach and communication to NTA owners 	Completed		On task to spend down