June 24, 2014

Alliance for a Healthy South Sound
Hood Canal Coordinating Council
Island LIO
San Juan Action Agenda Oversight Group
Snohomish/Stillaguamish LIO
South Central Caucus Group
Strait Ecosystem Recovery Network
West Central LIO
WRIA 1 Policy Boards

Re: FY 2014 Grants to LIOs to Support Action Agenda Implementation, Administration, Coordination, and Action Agenda revisions.

Dear Local Integrating Organization Representatives:

The Puget Sound Partnership (PSP) will administer a fourth year of grants under EPA’s National Estuary Program (NEP) funding to local integrating organizations (LIOs) for operation and coordination of local activities supporting the Action Agenda. The PSP is also anticipating a fifth year of grants. The PSP will likely know in April 2015 if additional capacity funds are to be allocated to LIOs, and contracts may be amended accordingly after that point.

LIO Grants
Local communities in areas across the Puget Sound are working to integrate efforts to advance the Action Agenda. The grant awards will support organizational operations, including staffing for administration, coordination, and facilitation of a local integrating organization. Prior to the receipt of funds, LIOs will need to confirm their authorized fiscal agent to receive and manage the grant. Funding will be administered through new contract agreements, with budgets, timelines, and deliverables distinct from the current or previous scopes of work.

Common Scope of Work Elements
LIOs will tailor a scope of work to the local context for the federal fiscal year (FY) 2014 time period (Oct. 1, 2014 – Sept. 30, 2015) and work with the PSP ecosystem recovery coordinators to finalize that scope of work. The scope of work will include a timeline for each task,
articulation of deliverables/outputs, and an associated budget. A template is provided near the end of this document titled *Elements for LIOs to Use When Drafting a FY 2014 Scope of Work*.

Deliverables for the LIOs will be commensurate with the funding resources provided to the LIO under this grant and are described in *Table 1* of the template. Deliverables in the FY 2015 time period are planned (see *Attachment A*) and are dependent upon subsequent funding and contract amendments. Categories of work for LIOs will include:

- Maintaining, organizing, facilitating, and administering a local integrating organization.
- Coordinating local implementation of the Action Agenda.
- Conducting performance management.
- Updating local Action Agenda pressures, near-term actions, and performance measures.

The FY 2014 scope of work will emphasize coordinating and catalyzing implementation of near-term actions in the 2014 Action Agenda, and addressing barriers to Action Agenda implementation. Planned tasks in 2015 will also emphasize revision of near-term actions for the 2016 Action Agenda Update, which use new information as appropriate and are consistent with Soundwide recovery substrategies. We recommend that LIOs participate in the Puget Sound Management Conference, including lead organization advisory groups, regional LIO meetings, briefings with Ecosystem Coordination Board representatives and presentations to the Leadership Council. Please negotiate with the PSP and submit deliverables and outputs in each scope of work. Templates for common deliverables will be provided by the PSP as necessary.

**Criteria for LIO Eligibility**

To be eligible to receive new funding, an LIO must have:

- Demonstrated satisfactory functionality (i.e., be formally recognized by the Leadership Council and hold regular meetings) and readiness to achieve outcomes that clearly contribute to Puget Sound recovery targets.
- Utilized (i.e., draw down) at least 75 percent of current and prior LIO Coordination Grant funding by August 1, 2014 (less than $20,000 remaining from FY 2013 funding or from prior years if applicable) or have an approved spending plan in place to spend all funds by September 30, 2014.
- Submitted deliverables to the PSP according to deadlines identified in previous scopes of work and subsequent amendments or other authorization by the PSP.

The scope of work must demonstrate adequate LIO capacity and task deliverables to fully utilize the grant funds. All FY 2014 deliverables are to be completed and funds fully expended by September 30, 2015.
Role of the LIO Fiscal Agent
Appropriate fiscal agents may include a local government entity (e.g., county, city, and special purpose district), tribal government, or non-profit organization, based on availability and the unique needs of the local community. The fiscal agent is responsible for conducting and reporting on the following activities:

- Collecting and submitting invoices consistent with the provisions of the PSP agreement.
- Receiving and disbursing payments per the agreement, following state purchasing and procurement guidelines.
- Retaining records demonstrating disbursement accountability.
- Collecting and submitting deliverables on behalf of the local organization to the PSP per the agreement.
- Reporting on work in a manner consistent with the PSP and EPA requirements.

All LIOs with existing contracts have identified fiscal agents. The PSP will work with the LIO fiscal agent to develop the grant award and associated materials.

FY 2014-2015 LIO Funding
The Puget Sound Partnership has $675,000 in funds to distribute as grants to local integrating organizations for the October 2014-September 2015 time period. Funds are available through an allocation of up to $75,000 per LIO. If additional capacity funds are allocated to LIOs for the FY 2015 period, contracts may be amended accordingly, but the general categories of work will remain consistent with the tasks that make up the FY 2014 scope of work.

<table>
<thead>
<tr>
<th>LIO</th>
<th>Fiscal Agent</th>
<th>Funding Amount (FY 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Juan Action Agenda Oversight Group</td>
<td>San Juan County</td>
<td>$75,000</td>
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<tr>
<td>WRIA 1 Joint Policy Board</td>
<td>Whatcom County</td>
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<td>Island LIO</td>
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<td>Snohomish-Stillaguamish LIO</td>
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<td>South Central Caucus Group</td>
<td>King County</td>
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<td>Alliance for A Healthy South Sound</td>
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<td>West Central LIO</td>
<td>Kitsap County</td>
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<tr>
<td>Strait Ecosystem Recovery Network</td>
<td>Jamestown S’Klallam Tribe</td>
<td>$75,000</td>
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LIOs are asked to notify the PSP in writing if a new fiscal agent is identified and PSP must approve the fiscal agent as being authorized to accept LIO grant funds.

6/24/2014
Timeline

June 24, 2014: Scope of work guidance available to LIOs; scope of work developed between LIO and the PSP.

July 1, 2014: EPA funding is approved for use by PSP.

August 1, 2014: Deadline\(^2\) for scope of work and budget to be returned to the PSP for processing. Also, due date for demonstrating adequate spending or approval of a spending plan (see Criteria for LIO Eligibility).

Grant agreements will be returned by the PSP to fiscal agent no later than four weeks after receipt of final agreed-upon budget and scope of work.

October 1, 2014: LIOs with approved contracts should begin invoicing work plan costs against FY 2014 funds.

September 30, 2015: All FY 2014 funds expended.

Contacts

Please contact your PSP Ecosystem Recovery Coordinator with any questions.

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<thead>
<tr>
<th>Ecosystem Recovery Coordinators</th>
<th>Coverage Area</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
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| Heather Cole                    | Stillaguamish/Snohomish LIO       | 360-789-3165  
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| Tristan Peter-Contesse          | West Central LIO                | 360-464-2002  
tristan.peter-contesse@psp.wa.gov |

\(^2\) LIOs not meeting this deadline may receive reduced funding.