

LIO Progress Report Template

This progress report should be turned in to the PSP project manager, and the Contract Paypack (invoicing spreadsheet) should be turned into PSP Fiscal. All deliverables should be uploaded to Box.

Contract # 2017-24
 Agreement Title Snohomish/Stillaguamish LIO
 Period of the Progress Report January-March 2017
 Name and Position of Person Completing Report Jessica Hamill/LIO Coordinator
 Downloaded into the Box.com Deliverables Folder? **Y/N** Pending Folder / **Final Folder**

Tasks or Sub-task #	Due Date	Update on activities, activities completed this period, progress on deliverables	Task or subtasks/activity status description (drop down)	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
1.03	4/14/2017	LIO Coordinator organized and facilitated 1 IC meetings (1/5/17) and 2 subcommittee meetings (2/3/17 and 3/16/17) in Everett. Agendas provided publicly and to LIO members in advance of meetings.	Current	None	On track
1.04	4/14/2017	LIO Coordinator developed and distributed summary minutes and meeting materials for 1 IC meeting and 2 Subcommittee meetings. Meeting summaries and minutes were sent to the LIO members and publicly available in advance of and following meetings.	Current	None	On track

1.05	4/14/2017	Roster of LIO Committee members (both IC and EC) and Subcommittee members have been uploaded to Box.	Current	None as it relates to accomplishing the task. However, there is rapid attrition among Committee members as they are not seeing the value in LIO participation nor are they seeing the regional application of this planning work. The LIO is currently evaluating Committee membership and the overall organizational structure.	On track
1.06	4/14/2017	LIO Webpage Updates are documented in the LIO Website Screen Shots document on Box. Updates were made to the following sections of the webpage: Current Priorities, EC Meeting page, IC Meeting page, Subcommittee page, the main page, and Quarterly Reports page.	Current	None	On track
1.07	4/14/2017	LIO Coordinator attended Coordinators meeting (1/23/17) via WebEx. Agenda has been uploaded to Box.	Current	None	On track
2.01	4/14/2017	Funding opportunities were passed along to LIO members throughout the reporting period. We have also been sending coordinated Funding Announcements (which can include more information that funding opportunities) to the	Current	None	On track

		LIO and the LE's which have been very well received. Copies of emails and the update/funding announcements were uploaded to the Box site.			
2.02	4/14/2017	As discussed above in 1.07, the Coordinator attended the 1/23/17 meeting, which included an introduction to the Areas of Focus and associated Priority Setting process. The 2018 priority setting and NTA solicitation process has been delayed at the region but is starting to ramp up now.	Current	None	On track
2.04	4/14/2017	LIO NTA direct fund selection process documented in "LIO NTA Direct Funding Process" doc and placed in the Box folder. The list of LIO NTAs funded by the region and the direct award are also provided in the Box folder. Continuing efforts are focused on an NTA gap analysis.	Current	Coordination with the SI Leads is on-going and we are encouraged by their interest in our plans/local priorities. However, as there is no certainty that there will be additional funding for and LIO direct allocation, I am unsure how much coordination will be needed/requested going forward.	On track
3.01	4/14/2017	Progress report, billing summaries and all invoices will be provided. All deliverables are uploaded to Box.	Current	Thank you for the flexibility granted under the previous supplemental grant! It would be great to have more flexibility with moving funds between subtasks for this coordination grant. Please consider this moving forward as the regional process/delays can result in shifting of timelines and workload requirements. It is an	On track

				administrative burden to have to do amendments for minor things.	
3.02	4/14/2017	There is only one 2014 NTA remaining. The LIO Coordinator assisted with completion of that reporting requirement and that NTA is now closed.	Current	None	On track
3.03	4/14/2017	There have been a few requests, not many, and the Coordinator has assisted NTA owners with the requirement. Feedback so far indicated NTA owners are not having difficulty reporting.	Current	None	On track
4.01	4/14/2017	Regional presentation occurred at the Summit in March. The agenda and poster have been uploaded to Box.	Current	None	On track
4.03	4/14/2017	The Miradi files related to the Recovery Plan have not been updated. However, we did make edits to the Sno-Stilly Integration Model Miradi files. These files are part of the ongoing effort to evaluate the organizational structure of the LIO. The Miradi files from that effort (including the potential	Current	None	On track

		organizational alternative models) have been uploaded to the Box folder.			
4.04	4/14/2017	<p>Gaps and barriers analysis completed and recommendations included in Gap Crosswalk memo submitted to Box folder during previous reporting round (deliverable under the 267 supplemental contract but also applies here). Results of analysis have been incorporated into the Plan and have been summarized for the LIO Committees. The IC will be recommending the revised plan for adoption as final to the EC at their 4/20/2017 meeting. The EC will be discussing these gaps and barriers at their June meeting.</p> <p>A large gap is being addressed and that is the effectiveness of the LIO structure. Work on that effort will be ongoing throughout this year.</p>	Current	None	On track

The update on activities should 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.

Status descriptions (planned, behind schedule, current, completed, cancelled) are drop-down menus. Move your cursor over the word that is there, click the word, and a menu will appear with the items listed below. 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.