

**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 # 2018-12  
 Agreement Title Snohomish/Stillaguamish LIO  
 Period of the Progress Report October – December 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	1/16/2018	LIO Coordinator organized and facilitated 1 IC meetings (11/16/17) and 1 EC meetings (12/7/17) in Everett. Agendas provided publicly and to LIO members in advance of meetings, and included in Box.	Current	None	On track
1.04	1/16/2018	LIO Coordinator developed and distributed summary minutes and meeting materials for 1 IC meetings (11/16/17) and 1 EC meetings (12/7/17). Meeting summaries and minutes were sent to the LIO members and publicly available in advance of and following meetings. Meeting summaries have been uploaded to Box.	Current	None	On track

1.05	1/16/2018	Roster of LIO Committee members (both IC and EC) have been uploaded to Box.	Current	None	On track
1.06	1/16/2018	Not required to report this quarter.	Current	None	On track
1.07	1/16/2018	LIO Coordinator attended 1 Coordinators meeting (11/7/17) in Edmonds.	Current	None	On track
2.01	1/16/2018	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 than funding opportunities) to the LIO and the LEs which have been very well received. Copies of emails and the update/funding announcements were uploaded to the Box site.	Current	None	On track

2.02	1/16/2018	<p>Process and criteria have been provided previously and are included in Appendix B of the NTA solicitation (The LIO NTA Development and Review process was submitted on 10/02/2017. The deliverable has been uploaded to Box and can be found here: <a href="https://pspwa.box.com/v/LIODevandReviewofNTA">https://pspwa.box.com/v/LIODevandReviewofNTA</a>). We have about 126 NTAs in our LIO, have received. Facilitated coordination and communications between US Forest Service Staff and Stilly LE, USDA staff and LIO, ECY staff and LIO via emails and phones calls about relationship between LIO as well as CCC needs. To date, all correspondence has been seamless and minimal capacity needed.</p>	Current	<p>Challenges have been tracking all the NTAs being proposed locally, regionally, and Sound Wide. Coordination happens organically with minimal need for LIO intervention. Would be good to think about how to combine regional/local review capacity in future rounds. The Coordination is fantastic but capacity is very limited.</p>	On track
2.03	1/16/2018	<p>Nothing to report as there was no direct fund opportunity during this quarter. Previous direct funding communications have been uploaded to Box for the previous quarter.</p>	Current	None	On track
2.04	1/16/2018	<p>No progress to report as work has largely been centered around the NTA solicitation. As reported in the previous grant, we have a draft funding strategy for the 2016 NTAs. Once the NTA process has concluded in May, we can</p>	Current	None	On track

		adapt the funding strategy to our 2018 NTAs.			
3.01	10/13/2017	Not required to report this quarter. This is the first progress report under this new grant.	Current	None	On track
3.02	1/16/2018	Billing summaries by task have been submitted monthly through November 2017. The December billing will be processed after the 22 <sup>nd</sup> of the month (when all hours are accounted for).	Current	None	On track
4.01	1/16/2018	Responded with feedback to email from partnership on reporting needs including audience, purpose and content expected in Miradi Reports.	Current	None	On track
4.02	1/16/2018	No progress to report. Work this quarter has been devoted to the NTA solicitation and NTA development.	Current	None	On track

4.05	1/16/2018				
4.06	1/16/2018				

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.