

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 April – June 2018
 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	7/15/2018	LIO Coordinator organized and facilitated 1 EC meeting and 1 IC meeting (4/26/18 and 5/31/18) in Everett. There were also 3 Stillaguamish Watershed Council (SWC) meetings (4/25, 5/23, 6/27) which is the new Implementation Committee for the Stillaguamish basin. See SWC website for agendas and meeting summaries: http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html EC and Snohomish IC agendas provided publicly and to LIO members in advance of meetings, and included in Box.	Current	None	On track

1.04	7/15/2018	<p>LIO Coordinator developed and distributed summary minutes and meeting materials for 1 EC, 1 Snohomish IC meeting, and 3 SWC meetings. SWC meeting summaries are available here: http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html</p> <p>Meeting summaries and minutes were sent to the LIO members and publicly available in advance of and following meetings. EC and Snohomish IC meeting summaries have been uploaded to Box.</p>	Current	None	On track
1.05	7/15/2018	<p>Roster of LIO Committee members (both Snohomish IC and Cross-basin EC) have been uploaded to Box.</p>	Current	<p>Ongoing concerns about attendance, particularly from small cities, suggesting content not relevant to participants and/or not relevant enough to justify committing limited capacity. Ongoing work exploring “added value” to participants and potential organizational structure efficiencies. Also working on better integration with regional recovery efforts so these groups have a unique purpose. However, noticing an improvement in attendance from non-Committee member organizations suggesting an opportunity to broaden our participation outreach on LIO Committees.</p>	On track

1.06	7/15/2018	IC and EC webpages (https://snohomishcountywa.gov/2227/LIO---Executive-Committee) updated with meeting materials. Main page updated with Action Agenda 2018-2022 and NTA related information, and relevant links are included: https://snohomishcountywa.gov/3556/LIO---Current-Priorities	Current	None	On track
1.07	7/15/2018	LIO Coordinator attended 1 Coordinators meeting (5/15/18) in Edmonds.	Current	None	On track
2.01	7/15/2018	We sent out coordinated Funding Announcements (which can include more information than funding opportunities) to the LIO and the LEs in April and May. Copies of emails and the update/funding announcements were uploaded to the Box site.	Current	None	On track
2.02	7/15/2018	As previously reported, process and criteria have been provided and are included in Appendix B of the NTA solicitation (The LIO NTA Development and Review process was submitted on 10/02/2017 and the Procedural Record was submitted on June 1 st . The NTA summary was uploaded to Box. Facilitated coordination and	Current	Challenges have been tracking all the NTAs being proposed locally, regionally, and Sound Wide. Coordination happens organically with minimal need for LIO intervention (I did observe an increase in LIO coordination due to encouragement from EPA and the SILs, which was much appreciated). Would be good to think about how to combine	On track

		communications between US Forest Service Staff and Stilly LE, USDA staff and LIO, Ecology staff and LIO via emails and phones calls about relationship between LIO as well as CCC needs. Two letters of partner commitment for NTAs have been uploaded to Box. Will submit procedural record and recommendations when finalized in May.		regional/local review capacity in future rounds. The Coordination is fantastic but capacity is very limited.	
2.03	7/15/2018	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.	Current	None	On track
2.04	7/15/2018	Worked with partners to refine an NTA around a funding strategy for the NTAs and salmon recovery projects on the 4YWP (NTA 2018-0888). As reported in the previous grant, we have a draft funding strategy for the 2016 NTAs. We can adapt the funding strategy to our 2018 NTAs once the final tiers have been published. If our NTA gets funded, we can have a more robust/targeted funding strategy. We hope to have a more robust evaluation of projects to better communicate the economic benefits—this could be a Sound Wide pilot.	Current	None	On track

3.01	7/15/2018	Progress report uploaded to Box and sent to PSP Project Manager. Deliverables all uploaded to the draft folder within Box.	Current	None	On track
3.02	7/15/2018	Billing summaries by task have been submitted monthly through June 2018.	Current	None	On track
3.03	7/15/2018	Not required this quarter but have forwarded Alex Mitchell's email about August reporting. Requested NTA owners contact us for help. Will follow-up with Alex if folks miss the reporting deadline.	Current	None	On track
3.04	7/15/2018	All progress reports and billings are available on the LIO website: https://snohomishcountywa.gov/3692/LIO---Quarterly-Reports	Current	None	On track
4.01	7/15/2018	No reporting requirement this quarter.	Current	None	On track

4.02	7/15/2018	<p>No progress to report. Work this quarter has been devoted to NTA development and review. However, we did present Ecosystem Recovery Plan strategies at the March 14th NTA Refinement workshop. A summit is being planned for 2019. Some strategic thinking, at an upcoming Coordinator's meeting, around audience and purpose for this work would be helpful.</p>	Current	<p>Capacity and interest are challenging. There are a lot of tasks and the NTA process was all-consuming. Additionally, there is no real purpose behind us presenting the Plan. We walked through the results chains and strategy logic at the March workshop which was valuable.</p>	On track
4.03	7/15/2018	<p>Next steps for the LIO Plan are to develop an Executive Summary, map the 2018 NTAs to the recovery strategy results chains, and refine the draft funding strategy to be more relevant to 2018 projects. We will also be working on developing local goals for vital signs that don't have them and integrating implementation strategy content. TAG members in the Stilly have met to work on floodplain goals for that Basin.</p>	Current	<p>Capacity, along with a higher priority need to implement actions, is a limiting factor to adaptive management. Work in the second half of 2018 will be devoted to adaptive management. We will be hoping to ramp up HWB integration later this year and work toward enhanced LIO/LE relationships in the Snohomish Basin.</p> <p>It would be helpful to have some steering from PSP/EPA in terms of the most pertinent regional issues (with a locally-based application) that would accelerate PS recovery. There are many existing groups working on a myriad of recovery elements so some steering/guidance on priorities would be helpful. To that end, we have asked Laura Blackmore and Michael Rylko</p>	On track

				to visit the LIO EC in September to talk about the direction PSP is taking and how our LIO can be better engaged/involved in regional recovery priorities.	
4.04	7/15/2018	Although we had been checking the files in and out to review them and were thinking about changes we'd like to make, no substantive changes to report this quarter. Miradi files will be updated in the next reporting period after NTAs have been reviewed and tiered.	Current	Similar comments as in task 4.03. Capacity has been committed to NTA development and review. Adaptive management will take place later in the year.	On track

4.05	7/15/2018	<p>Coordination with OSU staff on a work plan for integrating HWB and ecosystem services into project development. OSU staff presented to the LIO EC on the 26th of April. The EC agreed to participate in the 2-yr project but wanted to be updated on progress. We are also continuing work on integration with our salmon recovery Lead Entity in both basins. That work will be ongoing throughout the year. The next EC meeting will have some time to reflect on how the Stillaguamish test is functioning as a dual LE/LIO. We hope to arrange a joint meeting of the Co-Chairs or the full Committees for the LIO EC and the Snohomish Forum. Integration with the SWC is running smoothly and has ramped down a bit following the conclusion of the NTA process. Members of the Stilly TAG are meeting to update local goals around floodplains.</p>	Current	<p>Similar comments as in task 4.03. Capacity has been committed to NTA development and review. Adaptive management will take place later in the year.</p>	On track
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4.06	7/15/2018	Similar comments as in task 4.03. Capacity has been committed to NTA development and review. Adaptive management will take place later in the year.	Current	Budget will not allow for the development communication materials. However, development of an executive summary and work on integrating HWB may lead to good communication materials. We already have a brochure and poster of our LIO Recovery Plan contents so are not ready to develop further materials beyond the Executive Summary.	On track
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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.