

## LIO Progress Report Template (FFY 2019)

- 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

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|---|--|
| 1. Contract #                                       | 2019-15  |
| 2. Agreement Title                                  | Sano-Stilly LIO – FFY2018  |
| 3. Period of the Progress Report                    | <u>June - Sept 2019</u>  |
| 4. Name and Position of Person Completing Report    | Ann Bylin/Kit Crump, LIO Coordinator   |
| 5. Downloaded into the Box.com Deliverables Folder? | <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, in Pending Folder |
| 6. Due date for progress report:                    | September 30th   |

**Update on activities:** 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 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	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
SUBTASK		Choose an item.		Choose an item.

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<b>TASK 1</b>				
<p>Subtask 1.01-2 Maintain a local point of contact for the LIO</p>	<p>LIO Coordinator maintains local point of contact and serves as agent for local engagement and coordination. Link to LIO website: <a href="https://snohomishcountywa.gov/831/Local-Integrating-Organization">https://snohomishcountywa.gov/831/Local-Integrating-Organization</a></p>	<p>Completed</p>	<p>None</p>	<p>On task to spend down</p>
<p>Subtask 1.03 Arrange LIO meetings, prepare agendas and facilitate meetings</p>	<p>1 SWC meeting (7/24/19). This We have been running a process for NTA selection, preparing for the LIO EC meeting on 10/24, as well as transitioning to a new Coordinator. All agendas have been uploaded to Box. Meeting materials for all TAG meetings are available here: <a href="http://www.stillaguamishwatershed.org/TAG%20Meetings/TAGmeetings.html">http://www.stillaguamishwatershed.org/TAG%20Meetings/TAGmeetings.html</a></p> <p>Meeting materials for all SWC meetings are available here: <a href="http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html">http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html</a></p> <p>Meeting materials for the Snohomish IC meeting are available here: <a href="https://snohomishcountywa.gov/2232/LIO---Implementation-Committee">https://snohomishcountywa.gov/2232/LIO---Implementation-Committee</a></p>	<p>Completed</p>	<p>None</p>	<p>On task to spend down</p>
<p>Subtask 1.04 Develop and distribute summary notes and materials to LIO committees and the Partnership</p>	<p>1 SWC meeting. We exhausted our contract budget in June so have had to scale back the effort. We have been running a process for NTA selection, preparing for the LIO EC meeting on 10/24, as well as transitioning to a new Coordinator. All meeting summaries have been uploaded to Box. Meeting materials for all TAG meetings are available here: <a href="http://www.stillaguamishwatershed.org/TAG%20Meetings/TAGmeetings.html">http://www.stillaguamishwatershed.org/TAG%20Meetings/TAGmeetings.html</a></p>	<p>Completed</p>	<p>None</p>	<p>On task to spend down</p>

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	<p>Meeting materials for all SWC meetings are available here:  <a href="http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html">http://www.stillaguamishwatershed.org/SWC%20Meetings/SWCMeetings.html</a></p> <p>Meeting materials for the Snohomish IC meeting are available here:  <a href="https://snohomishcountywa.gov/2232/LIO---Implementation-Committee">https://snohomishcountywa.gov/2232/LIO---Implementation-Committee</a></p>			
<p>Subtask 1.05            Submit updated name, org. affiliation, contact information (email), and role (which committee(s)) of each LIO member</p>	<p>Roster of LIO Committee members (both Snohomish IC and Cross-basin EC) have been uploaded to Box. SWC membership can be found on the SWC agendas here: <a href="http://www.stillaguamishwatershed.org/SWC%20Meetings/2018%20Meetings/11-%20November/SWC%20Agenda%2011-28-18.pdf">http://www.stillaguamishwatershed.org/SWC%20Meetings/2018%20Meetings/11-%20November/SWC%20Agenda%2011-28-18.pdf</a>. SWC membership is also included in the Snohomish Implementation Committee roster.</p>	Completed	None	On task to spend down
<p>Subtask 1.06            Maintain notice of meetings agendas, summary notes and/or opportunities for content review. Maintain info on a public website</p>	<p>We have been transitioning to a new webpage format so have been moving documents over and making minimal updates until migration is finalized. IC and EC webpages (<a href="https://snohomishcountywa.gov/2227/LIO--Executive-Committee">https://snohomishcountywa.gov/2227/LIO--Executive-Committee</a>) updated with meeting materials. Main page updated with information about new organizational structure. Current Priorities page updated with Action Agenda 2018-2022 and NTA related information, and relevant links are included:  <a href="https://snohomishcountywa.gov/3556/LIO---Current-Priorities">https://snohomishcountywa.gov/3556/LIO---Current-Priorities</a></p>	Completed	None	On task to spend down
<p>Subtask 1.07            Participate in regional meetings and trainings</p>	<p>Participated in one LIO Coordinator's meeting (08/06/19).</p>	Completed	None	On task to spend down
<p>Subtask 1.08</p>	<p>My colleagues attended Integration Workshop on Sept 17<sup>th</sup>. This was the</p>	Completed	None	On task to spend down

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Coordinate with the salmon recovery lead entity(ies) by beginning conversations around improved collaboration & participating in workshops & trainings.	second Integration Workshop and it built upon shared goals and strategies of both Lead Entities and LIO Coordinators.			
Subtask 1.09 Attend and present at the 2019 Summit	Nothing to report this quarter. No Summit has been scheduled.	Completed	None	On task to spend down
OPTIONAL: Subtask 1.10 Assist LIO in the process to nominate the LIO's Ecosystem Coordination Board (ECB) representative and alternate ECB representative. Provide letter to ECB with nomination.	No nomination process this quarter.	Completed	None	On task to spend down
OPTIONAL Subtask 1.11 Participate in other sub-regional or regional meetings (ex. Lead Entity). Maximum reimbursed: 20 hours.	Agenda content is integrated in the Stillaguamish basin. Great strides have been made toward an integrated agenda with LIO and LE topics. LIO/LE Coordinator attended Integration Workshop and participated in follow-up webinar on results and next steps. Attended various watershed meetings.	Completed	None	On task to spend down
<b>TASK 2</b>				
Subtask 2.01 Support and steward the 2018 –2022 AA. Coordinate and catalyze implementation of NTAs- <i>See contract for specifics</i>	Completing/updating LIO funding strategy to attempt to fund/implement the 89 2018 NTAs. Funding announcements (along with other basin/recovery related updates) are sent out to all LIO participants monthly. Those announcements have been uploaded to Box.	Completed	None	On task to spend down
Subtask 2.02 Participate in the AA adoption process and after action review	Not required to report this quarter.	Completed	None	On task to spend down

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Subtask 2.03 Coordinate and execute a process to identify and recommend NTA for direct funding from SI Leads	As reported in previous quarter, coordinated process to identify direct funding in the Stilly basin. We are coordinating the Snohomish basin award this year.	Completed	None	On task to spend down
OPTIONAL Subtask 2.04 Provide input on the 2022 –2026 AA Comp Plan update, expected to begin summer 2019.	There have been no requests for LIO comments on the Comp Plan that I am aware of.	Completed	None	On task to spend down
OPTIONAL Subtask 2.05 Participate in AACG	Final AACG meeting was June 2019. No longer participating.	Completed	None	On task to spend down
<b>TASK 3</b>				
Subtask 3.01 Distribute Progress Report and deliverables to PSP quarterly	Submitted to Box and emailed to Erin Murray 10/1/19	Completed	None	On task to spend down
Subtask 3.02 Distribute billing summary by task and proof of expenditure to PSP monthly	Billings submitted to PSP Fiscal monthly through May. We are working on the June billing following 7/22/19 payroll reconcile, as normal practice. Signed A-19's for April and May uploaded to Box.	Completed	We have submitted our last reimbursement request. We will continue to utilize local utility fees to supplement the required LIO work, as normal practice. Due to capacity and resource constraints, we may have to cancel some meetings.	On task to spend down
Subtask 3.03 Provide an update on outreach to LIO NTA owners to PSP in two progress reports	Not required to report this quarter.	Completed	None	On task to spend down
Subtask 3.04 Distribute Progress Report to LIO committee(s) at least quarterly	Progress report will be uploaded to the LIO website by the end of July, here: <a href="https://snohomishcountywa.gov/3692/LIO---Quarterly-Reports">https://snohomishcountywa.gov/3692/LIO---Quarterly-Reports</a>	Completed	None.	On task to spend down
OPTIONAL Subtask 3.05 Intermediate Performance Measures	Nothing to report as no such workshop has been convened.	Current	There are many local representatives that would be interested in attending such a workshop and providing input.	On task to spend down

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<p>OPTIONAL Subtask 3.06 Data Systems Improvement: Provide input to design of new tools for NTAs &lt; 5 hrs</p>	<p>Kari Stiles has scheduled a meeting with LIO Coordinators on the Action Agenda Tracker tool. Alexa is working with Alexandra/Erin on Miradi updates.</p>	<p>Current</p>	<p>None.</p>	<p>On task to spend down</p>
<p><b>TASK 4</b></p>				
<p>Subtask 4.01 Contribute to communications development, products, &amp; presentations of Plans- <i>see contract for specifics</i></p>	<p>We are working on updating Miradi files in an effort to generate some communication products that may be useful for presenting LIO priorities to a variety of audiences. We are working with Alexandra, Erin, and contract support to update/beautify our LIO plan executive summary. We have support from Cascadia to input NTA data.</p>	<p>Completed</p>	<p>We need to update our files with imagery and other elements for more compelling communication products. No capacity funding to do this work.</p>	<p>Choose an item.</p>
<p>Subtask 4.02 Adaptively manage LIO Plan</p>	<p>We have mapped the NTAs to the LIO plan strategies in Miradi and have taken two data stewardship trainings. Next steps for the LIO Plan are to develop an Executive Summary and circulate the draft funding strategy for review. 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. It would be good to organize a regional effort to communicate LIO priorities to an audience of "decision-makers." We will look for opportunities to do that.</p> <p>We are also working on integrating HWB and ecosystem services valuations into recovery planning/implementation. Alexa is leading this project for the LIO. There was a meeting following the LIO Coordinator's meeting in May. Cascadia is doing some NTA data input for us and we hope to transition this into DASEES for decision</p>	<p>Completed</p>	<p>None</p>	<p>On task to spend down</p>

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	support. We exhausted our contract budget in June so have had to scale back the effort. We have been running a process for NTA selection, preparing for the LIO EC meeting on 10/24, as well as transitioning to a new Coordinator			
Subtask 4.03 Support LIO Plan Synthesis development for Imp. Strategy integration & other regional product integration	LIO Coordinator's received a copy of the Marine Water Quality Synthesis. We provided comments by the 5/2/19 deadline. There hasn't been much follow-up on this effort.	Completed	Would be good to have regular updates on IS progress at LIO Coordinator meetings.	On task to spend down
<b>OPTIONAL</b>				
OPTIONAL Subtask 4.04 Integration of Human Well Being Framework into LIO Plan	Attendance at one HWB participant meeting (8/6/19). Attendance and coordination for HWB project kick-off meeting (8/9/19) with consultants and OSU point of contact. Participation in follow-up conference call with consultants and OSU point of contact (9/16/19).	Current	None.	On task to spend down
OPTIONAL Subtask 4.05 Incorporate climate change adaptation/ planning into the LIO Plan	No capacity to make edits to the Ecosystem Recover Plan. There is also no interest from Committee members to re-open the plan without a clear articulation from regional partners about how the Plan will be utilized. We exhausted our contract budget in June so have had to scale back the effort. We have been running a process for NTA selection, preparing for the LIO EC meeting on 10/24, as well as transitioning to a new Coordinator	Completed	None.	On task to spend down