

LIO Progress Report Template (FFY 2020-2021)

- 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 folder 'pending deliverables'

1. Contract # 2021-12
2. Agreement Title Snohomish/Stillaguamish LIO-FFY2021 Funding
3. Period of the Progress Report (Q1-Q4) Quarter 1
4. Name and Position of Person Completing Report Kathleen Pozarycki
5. Downloaded into the Box.com Deliverables Folder? No Yes, in Pending Folder
6. Due date for progress report: Choose an item._1-15-21

Update on activities: provide a **detailed** description of what has happened during the reporting period for each task. **Describe 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	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.
TASK 1				
Subtask 1.01-2 Maintain a local point of contact for the LIO	Attended Oct 20, Nov. 3, & Dec. 1, 2020 LIO Coordinators meetings. Attended PSP check in meeting on Nov. 9 & Dec 9, 2021	Current		On task to spend down

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Subtask 1.03 Arrange LIO meetings, prepare agendas and facilitate meetings		Current		On task to spend down
Subtask 1.04 Develop and distribute summary notes and materials to LIO committees and the Partnership		Current		On task to spend down
Subtask 1.05 Submit updated name, org. affiliation, contact information (email), and role (which committee(s)) of each LIO member in MiradiShare. Notify ER Team liaison, and update member roster when there is a change to participation.	Uploaded to Box site.	Current		On task to spend down
Subtask 1.06 Maintain publicly-available information about the LIO, including notice of meetings, agendas, summary notes, and opportunities for content review. Maintain up to date LIO information on public website.	The Sno/Stilly LIO Website has had a complete update and all information, files, meetings, agendas and meeting notes have been updated.	Current		On task to spend down
Subtask 1.07 Participate in regional meetings and trainings	<ul style="list-style-type: none"> • Attended Leadership Council Meeting on December 17, 2020, • Attended December 16, 2020 meeting with DNR to discuss statewide Snohomish Basin Plan. 	Current		On task to spend down
Subtask 1.08 Coordinate with the salmon recovery lead entity(ies). As needed, adaptively manage LIO structure to better reflect integration.	Held meeting with both Stilly and Snohomish Lead Entities on Dec. 15, 2020 to coordinate with LIO and discuss need for an update to the Ecosystem Recovery Plan. Decisions noted in memo uploaded to Box.	Current		On task to spend down
Subtask 1.09 Prepare and participate on behalf of the LIO at Partnership Board or Council meeting, if requested.	N/A	Current		On task to spend down
Subtask 1.10	N/A	Current		On task to spend down

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Assist LIO in the process to nominate the LIO's ECB representative and alternate ECB representative.				
Subtask 1.11 Attend two Partnership workshops that support goals of overall LIO program.	<ul style="list-style-type: none"> Participated in HWB interview with David Trimbach on Nov. 16, 2020. Attended WSDOT fish passage regional coordination meeting on October 21, 2020 	Current		On task to spend down
TASK 2				
Subtask 2.01 Coordinate and catalyze implementation of the 2018-2022 Action Agenda through support of NTAs. <i>See contract for specifics</i>	Held check in meeting with Adam Jackson about a recently funded NTA to implement streamside landowner workshops on November 18, 2020.	Current		On task to spend down
Subtask 2.02 Coordinate and execute a process to identify and recommend an NTA(s) for direct funding by the SILs, if applicable.		Planned	Waiting for guidance from PSP	On task to spend down
Subtask 2.03 Prior to each ECB meeting, engage the LIO ECB representative regarding issues and preferences of the LIO.	Attended meeting with Whidbey Subbasin rep. Ron Wesen prior to ECB meeting on October 22, 2020	Choose an item.		Choose an item.
Subtask 2.04 Engage with the Partnership and SIL baseline conversations around the development and execution of the 2022 Action Agenda. Coordinate local area content for 2022 AA inclusion.	<ul style="list-style-type: none"> Reviewed Sources and Stressors for Sno/Stilly LIO in Regional Database for Action Agenda Update Attended October 7, 2020 to discuss Action Agenda Updates, Workshop 1: Identifying Priority Outcomes for Puget Sound Recovery Attended October 1, 2020 Puget Sound Major Infrastructure workshop to discuss inclusion in 2022 Action Agenda. 	Current		On task to spend down
TASK 3				
Subtask 3.04 Develop and distribute Progress Report to		Current		On task to spend down

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LIO committee(s) and the Partnership two times a year.				
TASK 4				
Subtask 4.01 Update and adaptively manage LIO Plan - <i>see contract for specifics</i>	ERP Discussion Update Summary- 12-15-20 was uploaded to the Box site.	Completed		On task to spend down
Subtask 4.02 Review materials and provide feedback on needed materials for Puget Sound Info platform		Planned		On task to spend down
TASK 5				
Subtask 5.01 Support LIO participation in regional planning and coordination groups.	Participated in LIO Policy Subcommittee. Meetings on: <ul style="list-style-type: none"> • October 29, 2021 • November 12, 2021 • November 19, 2021 • December 3, 2021 • December 10, 2021 	Current		On task to spend down
Subtask 5.02 Work with LIO committee members to determine opportunities to inform and educate local decision makers on the work of the LIO, including LIO Plan and associated gaps and barriers.	Prepared letter to Snohomish County Council regarding SWM Annual Inflation Increase and send to council on November 9, 2021 and is uploaded to the box folder.	Current		On task to spend down
Subtask 5.05 Facilitate removal and/or reductions of LIO priority barriers through Continuous Improvement.		Current		On task to spend down
Subtask 5.06 Support priority NTAs and AA implementation by building LIO capacity to efficiently and effectively compete for project funding.		Planned		On task to spend down