

## 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 3
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.\_7-15-21

**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
<b>SUBTASK</b>		Choose an item.		Choose an item.
<b>TASK 1</b>				
Subtask 1.01-2 Maintain a local point of contact for the LIO	Attended Monthly LIO Coordinators meetings <ul style="list-style-type: none"> <li>• 4-6-21, 4-20-21</li> </ul> PSP check in meetings	Current		On task to spend down

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	<ul style="list-style-type: none"> <li>• 4-13-21, 5-5-21, 5-13-21, 5-25-21, 6-3-21 (SnoCo staff only),</li> <li>• Synthesis 2.0 Mtg 6-15-21</li> <li>• ERC Interview 6-30-21</li> </ul>			
Subtask 1.03 Arrange LIO meetings, prepare agendas and facilitate meetings	<ul style="list-style-type: none"> <li>• Pre- IC meeting check in 5-5-21 with co-chairs and supervisor to develop action items for follow up.</li> <li>• LIO Implementation Committee meeting held on 5-20-21.</li> <li>• Held LIO meeting with IC co-chair Linda Lyshall 6-8-21</li> <li>• LIO Executive Committee meeting held on 6-16-21.</li> <li>• Prepared meeting agendas and minutes and facilitated meetings</li> </ul>	Current		On task to spend down
Subtask 1.04 Develop and distribute summary notes and materials to LIO committees and the Partnership	Draft summary notes and meeting materials completed.	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.	Participated in LIO Coordinator MiradiShare Demo & Workshop and LIO members updated in Miradi	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 is up to date and has all information, files, meetings, agendas and meeting notes uploaded.	Current		On task to spend down
Subtask 1.07 Participate in regional meetings and trainings	<ul style="list-style-type: none"> <li>• Attended HWB Project Team meetings on May 4 &amp; June 2, 2021</li> <li>• Attended a portion of June 8 &amp; 9 PSP Leadership Council Meeting</li> </ul>	Current		On task to spend down

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	<ul style="list-style-type: none"> <li>• Attended May 12 ECB Meeting</li> </ul>			
<p>Subtask 1.08 Coordinate with the salmon recovery lead entity(ies). As needed, adaptively manage LIO structure to better reflect integration.</p>	<ul style="list-style-type: none"> <li>• Attended Snohomish Forum Meeting on 6-3-21</li> <li>• Attended Stillaguamish Watershed Council on 5-26-21</li> </ul>	Current		On task to spend down
<p>Subtask 1.09 Prepare and participate on behalf of the LIO at Partnership Board or Council meeting, if requested.</p>	N/A	Current		On task to spend down
<p>Subtask 1.10 Assist LIO in the process to nominate the LIO's ECB representative and alternate ECB representative.</p>	<ul style="list-style-type: none"> <li>• Sno/Stilly LIO nominated Snohomish County Executive Dave Somers to serve as the ECB Rep and he accepted. Work is in progress to provide a support letter to PSP.</li> </ul>	Current		On task to spend down
<p>Subtask 1.11 Attend two Partnership workshops that support goals of overall LIO program.</p>	<ul style="list-style-type: none"> <li>• Attended JEDI workshop</li> <li>• Attended IASNR Human Well Being Panel, Alexa Ramos-Cummings presented at the conference</li> </ul>	Current		On task to spend down
<b>TASK 2</b>				
<p>Subtask 2.01 Coordinate and catalyze implementation of the 2018-2022 Action Agenda through support of NTAs. <i>See contract for specifics</i></p>	Ongoing	Current		On task to spend down
<p>Subtask 2.02 Coordinate and execute a process to identify and recommend an NTA(s) for direct funding by the SILs, if applicable.</p>	On hold	Planned	Waiting for guidance from PSP	On task to spend down
<p>Subtask 2.03 Prior to each ECB meeting, engage the LIO ECB representative regarding issues and preferences of the LIO.</p>	Facilitated May 5 check in with LIO Exec Co-chairs to prep for May 6 Pre-ECB check in with Ron Wesen and partners. Attended May 12 ECB Meeting.	Current		On task to spend down
<p>Subtask 2.04 Engage with the Partnership and SIL baseline conversations around the development and execution of the 2022 Action Agenda.</p>	Developed a process for the Sno/Stilly LIO to create a strategy ranking subcommittee to rank the	Current		On task to spend down

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Coordinate local area content for 2022 AA inclusion.	draft strategies. LIO staff ranked the strategies based off our current ERP and then worked with the subcommittee to fine tune this ranking and address strategies and vital signs that weren't included in the plan at the time it was completed in 2017, Facilitated two workshops on June 23 and 24 with LIO ranking subcommittee to rank the draft list of 151 strategies for the action agenda update. Each strategy was ranked high, medium, or low based on consensus and our subcommittee submitted a recommendation to combine 67 strategies.			
<b>TASK 3</b>				
Subtask 3.04 Develop and distribute Progress Report to LIO committee(s) and the Partnership two times a year.	Ongoing	Current		On task to spend down
<b>TASK 4</b>				
Subtask 4.01 Update and adaptively manage LIO Plan – <i>see contract for specifics</i>	Ongoing	Completed		On task to spend down
Subtask 4.02 Review materials and provide feedback on needed materials for Puget Sound Info platform	Ongoing	Planned		On task to spend down
<b>TASK 5</b>				
Subtask 5.01 Support LIO participation in regional planning and coordination groups.	Participated in June 24, 2021 LIO Policy Subcommittee Meetings on Shoreline armoring loopholes	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	Ongoing	Current		On task to spend down

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the LIO, including LIO Plan and associated gaps and barriers.				
Subtask 5.05 Facilitate removal and/or reductions of LIO priority barriers through Continuous Improvement.	Developed initial video script for education video for septic owners in Snohomish County, contractor SOW has been finalized. Content will address the barrier; SSLIO 07.1 Outreach, technical assistance, incentives, and enforcement for improved on-site septic management	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.	Updated profile on Action Agenda Tracker website and reviewed options for NTA outreach and communication to NTA owners	Current		On task to spend down