



# EPA Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS) v. September 2012 for Lead Organization Subawardees

*Photo by Rebecca Pirtle, Editor, Kingston Community News (Doe-Kag-Wats Estuary of the Suquamish Tribe)*

## PROJECT INFORMATION

<b>1. Federal Grant Number</b>	PA-01J276-01	<b>*2a. Reporting Period Start Date:</b>	10/1/2017	<b>*2b. Reporting Period End Date:</b>	3/31/2018
<b>3. Subaward Organization (Name and complete address including zip code)</b> Name: Stillaguamish Tribe of Indians Address 1: P.O. Box 277 Address 2: City: Arlington State: WA Zip Code: 98223-			<b>4. Subaward Project Manager Contact Information</b> Name: Ragina Gray Phone: (360) 722-5643 Ext: Fax: (360) 435-3605 Email: ggray@stillaguamish.com		
<b>5a. EPA Program</b>  <b>LO - Tribal</b>	<b>5b. Subaward Project Title and Contract No.</b>  Stillaguamish Tribe 2016 Restoration and Protection Priorities / 16EPA PSP434		<b>*6. Collaborating Organizations/Partners</b>		

<p><b><u>Subawardee Submission Instructions:</u></b></p> <p>LO fills in the white boxes. Subawardee fills in the yellow boxes (boxes with asterisks). Refer to guidance document for how to fill out the boxes. After filling out the yellow boxes, save and e-mail it to your LO Project Manager for approval. LO will roll up the information and submit to EPA for approval.</p>	<p><b>LO Project Manager:</b> Dani Madrone <b>LO:</b> NWIFC <b>Phone:</b> 360.528.4318 <b>email:</b> dmadrone@nwifc.org</p> <p><b>LO Program Coordinator:</b> <b>LO:</b> <b>Phone:</b> <b>email:</b></p> <p><b>EPA Project Officer:</b> Lisa Chang</p>	<b>*7a. Name/Title of Person Submitting Report</b>	Ragina Gray Department of Natural Resource
		<b>*7b. Date Report Submitted</b>	4/30/2018

## FUNDING/COST ANALYSIS

8a. Total Assistance Amount Awarded:	\$184,100.00	8b. Funding Year (Federal Fiscal Year Funds Appropriated)	FY 2016 ----- ----- -----	*9. Amount Spent To-Date:	\$27,258.23	*10. Amount Reimbursed To-Date:	\$27,258.23
11. Match Amount Required	\$0.00	*12. Total Match Amount Spent and Documented To-Date:		*13. Have you experienced any cost overruns or high unit costs?			
*14. What issues or questions do you need the LO Project Manager to respond to?							

## BUDGET UPDATE

	15a. APPROVED BUDGET			*15b. SPENT TO-DATE		
	LO (EPA) Funds	MATCH	TOTAL	LO (EPA) Funds	MATCH	TOTAL
Personnel	\$41,132.00	\$0.00	\$41,132.00	\$13,091.53		\$13,091.53
Fringe Benefits	\$13,985.00	\$0.00	\$13,985.00	\$4,421.12		\$4,421.12
Travel	\$1,562.00	\$0.00	\$1,562.00	\$0.00		\$ 0.00
Equipment	\$7,357.00	\$0.00	\$7,357.00	\$1,438.14		\$1,438.14
Supplies	\$18,259.00	\$0.00	\$18,259.00	\$1,339.06		\$1,339.06
Contracts	\$77,000.00	\$0.00	\$77,000.00	\$0.00		\$ 0.00
Other	\$200.00	\$0.00	\$ 200.00	\$382.69		\$ 382.69
<b>TOTAL DIRECT CHARGES</b>	<b>\$159,495.00</b>	<b>\$0.00</b>	<b>\$159,495.00</b>	<b>\$20,672.54</b>		<b>\$20,672.54</b>
Indirect Charges	\$24,605.00	\$0.00	\$24,605.00	\$6,585.69		\$6,585.69
<b>TOTAL</b>	<b>\$184,100.00</b>	<b>\$0.00</b>	<b>\$184,100.00</b>	<b>\$27,258.23</b>		<b>\$27,258.23</b>
*Explain Any Discrepancies:						

## ECOSYSTEM GOALS ADDRESSED

16a. Primary Goal	Water Quality
16b. Additional Goals	Healthy Habitat    Healthy Species    -----    -----    -----    -----

## DIRECT THREATS ADDRESSED

17a. Primary Threat	Invasive Species - Terrestrial
17b. Secondary Threat(s)	-----

## LINKAGES TO PUGET SOUND ACTION AGENDA (Version Adopted August 2012)

18a. Primary Strategic Initiative	Tribal Habitat Priorities
18b. Sub-Strategies Employed	26.2    26.3    28.4
18c. Near-Term Actions Supported	

## LINKAGES TO EPA PUGET SOUND PERFORMANCE MEASURES

19. Measure(s)	Habitat Restored/Protected    -----
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## LINKAGES TO PUGET SOUND DASHBOARD INDICATORS

20a. Primary Indicator	Freshwater Quality
20b. Secondary Indicators	Floodplains    -----

## PROJECT LOCATION

21a. Latitude	48.215923	21b. Longitude	-122.184978
21c. Hydrologic Unit Code	17110008 - Stillaguamish	-----	-----
21d. Action Area	Whidbey	-----	-----

## MEASURES OF SUCCESS (Key Outputs)

*22a. Description (e.g., “shellfish beds reopened”)	*22b. Unit (e.g., “acres”)	*22c. Project Target (“number”)	*22d. Project Measure To-Date (“number”)
1.1 (20) staff interviews	Staff interviews	20	10
1.1 (4) colleague interviews	Colleague interviews	4	2
1.1 draft layout of website	Draft layout	1	1
1.1 draft social media strategy	Social media strategy	1	0
2.1 Acres of riparian habitat treated for invasive plant species	Acres	12	5
2.2 Acres of riparian habitat planted with native species	Acres	12	3

## PROJECT MILESTONES

**Instructions:** In the tables below, please explain your progress toward meeting agreed outputs for the period, **reasons for slippages**, and any additional information including **reflections, lessons learned, and/or thoughtful analysis**. When appropriate, include analysis and information of **cost overruns or high unit costs**, and changes to work plan or budget not requiring prior approval from EPA. We encourage photo documentation - please attach to the report as a separate document.

<b>23a. Subaward Work Plan Component/Task:</b> Stillaguamish Tribal Education and Outreach Program					
<b>23b. 2012 Action Agenda Near-Term Action(s) Supported:</b>					
*23c. Estimated Costs: \$57,717.65 Actual Costs to Date: \$9,093.50 (If required to report – contact your Project Manager)					
23d. Sub-Task No.	23e. Sub-Task Description (include due date)	*23f. Date of Status	*23g. Status	23h. Outputs/Deliverables	*23i. Remarks
1.1	Seek out pertinent training from organizations such as the Puget Sound Partnership to gain some perspective for best practices on education and outreach before collecting information. Begin interviewing Natural Resources staff and colleagues and research other Tribal Natural Resources websites to	3/31/18	CURRENT	Training for pertinent staff, 20 staff and 4 colleague interviews, draft layout of website and draft social media template to include analytics to track and evaluate success.	Most of the staff have been interviewed and we have a preliminary draft layout of the website content. Once we have all the interviews finished we will have a final draft.

	help us determine the content and general layout of the new website. Begin research on how to develop a successful social media strategy and communications plan.				
1.2	Finalize Social Media Strategy and communications plan, begin implementation and track success using analytics developed in Task 1.1. Continue work on website design and content.	03/31/18	PLANNED	Share social media strategy with NWIFC before we go live. Begin implementation of Social Media and communications plan.	Attended the Salish Sea Ecosystem Conference and made contacts with a reputable training facility for developing Social media Strategies. The plan is to schedule the training in the upcoming quarter.
1.3	Finalize the website design and begin gathering up-to-date content, literature, technical reports, videos and photos	03/31/18	PLANNED	Website design and content compilation to be shared with the NWIFC before we go live.	We have developed a shared folder process for gathering up-to-date content and reports that we plan on including in the new website. As new reports, videos and photos are produced they will be updated in these files and folders
1.4	Implement new website and plan a kick-off strategy.	03/31/18	PLANNED	Kick-off event with partners	
1.5	Produce new photo and video documentation of current salmon restoration and protection projects, outreach events, hatchery tours and Natural Resource programs.	03/31/18	CURRENT	Website map, communications plan and social media strategy.	Videos of our current restoration projects have been developed, created a YouTube channel and posted them. Plans to have videos of outreach events for the upcoming quarter.

<b>23a. Subaward Work Plan Component/Task:</b> Stillaguamish Floodplain Riparian Restoration					
<b>23b. 2012 Action Agenda Near-Term Action(s) Supported:</b>					
<b>*23c. Estimated Costs:</b> \$126,382.50 <b>Actual Costs to Date:</b> \$18,164.73 <b>(If required to report – contact your Project Manager)</b>					
<b>23d. Sub-Task No.</b>	<b>23e. Sub-Task Description (include due date)</b>	<b>*23f. Date of Status</b>	<b>*23g. Status</b>	<b>23h. Outputs/Deliverables</b>	<b>*23i. Remarks</b>
2.1	Site preparation. Field crews will control noxious and invasive plants (primarily blackberry and knotweed) from the worksites by a combination of methods (herbicide application, manual, and	03/31/18	CURRENT	At least 12 acres of priority Stillaguamish riparian floodplain controlled for invasive and noxious plant	5 acres completed.

	mechanical means). The intensity of work will vary based on the site and location at the site. Site preparation will occur primarily during the growing season. One site on the mainstem and potentially one site on the North Fork Stillaguamish are proposed for control work.			species on up to two sites.	
2.2	Planting. Field crews will install a mixture of native trees and shrubs at the sites, varying species and density (average density shall be 436 plants per acre) based on existing site conditions. Planting work will take place during plant dormancy. Initial planting will occur during the 2017-2018 planting season with supplemental planting scheduled for the end of 2018 to account for plant mortality. The goal of the program is to achieve an 80% survival rate of installed plants. One site on the mainstem and potentially one site on the North Fork Stillaguamish are proposed for planting.	03/31/18	CURRENT	At least 12 acres of priority Stillaguamish riparian floodplain planted with a mixture of native trees and shrubs on up to two sites.	3 acres planted
2.3	Stewardship weed control. Following installation invasive and noxious plant species will be controlled to promote native plant establishment. One site on the mainstem and potentially one site on the North Fork Stillaguamish.	03/31/18	PLANNED	At least 12 acres of priority Stillaguamish riparian floodplain plantings maintained for one season to control invasives and promote establishment on up to two sites.	
2.4	Project management and final reporting on the project. Includes developing planting plan for the sites.	03/31/18	PLANNED	Final planting as-builts and report detailing quantities, type, and location.	

### CHALLENGES AND SOLUTIONS (specific to reporting period)

*24a. Task No., Sub-Task No.	*24b. Challenge	*24c. Solution
1.1	Busy staff have put us behind schedule for conducting interviews.	Instead of interviewing all of our staff members we started with a template for them to fill out to update their projects and bios. This will assist us in developing key interview questions so we can be

		more sensitive to their time restraints. Winter is less busy and staff will be more available for interviews. We plan on completing this task by March of 2018.
		3/2018 Most of the interviews are completed and we have a draft of the website content. IT's plans for the new website platform is still behind schedule but we plan on being ready with our content. Once we find out the layout the Tribe decides on using we can fine tune our draft.

## HIGHLIGHTS/LESSONS LEARNED/REFLECTIONS

**\*25.**

Task 1 – We should have given ourselves more time on this entire project. The original dates will be pushed out but we will still finish our project by the end of the grant period of 12/30/2019.

We are making better progress and plan on finishing the project by 12/30/2019 as stated above.

Task 2 - Riparian restoration work is progressing smoothly.