



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

1. Federal Grant Number	PA-01J276-01	*2a. Reporting Period Start Date:	10/1/2018	*2b. Reporting Period End Date:	3/31/2019
3. Subaward Organization (Name and complete address including zip code)			4. Subaward Project Manager Contact Information		
Name: Stillaguamish Tribe of Indians Address 1: P.O. Box 277 Address 2: City: Arlington State: WA Zip Code: 98223-			Name: Ragina Gray Phone: (360) 722-5643 Ext: Fax: () - Email: ggray@stillaguamish.com		
5a. EPA Program		5b. Subaward Project Title and Contract No.		*6. Collaborating Organizations/Partners	
LO - Tribal		Stillaguamish Tribe 2016 Restoration and Protection Priorities / 16EPA PSP434			

<u>Subawardee Submission Instructions:</u> 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.	LO Project Manager: Dani Madrone LO: NWIFC Phone: 360.528.4318 email: dmadrone@nwifc.org LO Program Coordinator: LO: Phone: email: EPA Project Officer: Lisa Chang	*7a. Name/Title of Person Submitting Report	Ragina Gray Department of Natural Resource
		*7b. Date Report Submitted	4/30/2019

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:	\$117,636.89	*10. Amount Reimbursed To-Date:	\$117,636.89
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	\$37,178.68		\$37,178.68
Fringe Benefits	\$13,985.00	\$0.00	\$13,985.00	\$13,127.20		\$13,127.20
Travel	\$1,562.00	\$0.00	\$1,562.00	\$737.00		\$ 737.00
Equipment	\$7,357.00	\$0.00	\$7,357.00	\$6,394.92		\$6,394.92
Supplies	\$18,259.00	\$0.00	\$18,259.00	\$9,532.66		\$9,532.66
Contracts	\$77,000.00	\$0.00	\$77,000.00	\$23,592.83		\$23,592.83
Other	\$200.00	\$0.00	\$ 200.00	\$1,525.77		\$1,525.77
TOTAL DIRECT CHARGES	\$159,495.00	\$0.00	\$159,495.00	\$92,089.06		\$92,089.06
Indirect Charges	\$24,605.00	\$0.00	\$24,605.00	\$25,547.83		\$25,547.83
TOTAL	\$184,100.00	\$0.00	\$184,100.00	\$117,636.89		\$117,636.89
*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 ----- -----
----------------	--

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	13
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.

23a. Subaward Work Plan Component/Task: Stillaguamish Tribal Education and Outreach Program					
23b. 2012 Action Agenda Near-Term Action(s) Supported:					
*23c. Estimated Costs: \$57,717.65 Actual Costs to Date: \$25,135.78 (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	03/31/19	BEHIND SCHEDULE	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.	The Natural Resources department underwent a substantial reorganization which has changed how our website information will be organized. In addition the Tribe hired a Communications Specialist who is working on the new website.

	Tribal Natural Resources websites to 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.				He will be responsible for how the final website will look. We had to rework our initial draft and are working closely with the new specialist. This put us behind a little on this task. We will finish on-time.
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.	03/31/2019	CURRENT	Hired a social media consultant to help us work on the Social Media Strategy. His final recommendations are complete and the report has been sent to the new Communications Specialist.	The social media strategy the consultant developed was shared with the new Communications Specialist, who will be responsible for all social media for all departments. We are currently working towards moving these tasks to this staff person.
1.3	Finalize the website design and begin gathering up-to-date content, literature, technical reports, videos and photos	03/31/2019	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 and forwarded to the new Communications specialist.
1.4	Implement new website and plan a kick-off strategy.	03/31/2019	CANCELLED	Kick-off event with partners	The new Communications Specialist will be in charge of the final implementation and associated events.
1.5	Produce new photo and video documentation of current salmon restoration and protection projects, outreach events, hatchery tours and Natural Resource programs.	03/31/2019	CURRENT	Website map, communications plan and social media strategy.	Continue to work on video content for both the website and YouTube channel. Working with a consultant on drone footage of the restoration projects.

23a. Subaward Work Plan Component/Task: Stillaguamish Floodplain Riparian Restoration
23b. 2012 Action Agenda Near-Term Action(s) Supported:
*23c. Estimated Costs: \$126,382.50 Actual Costs to Date: \$92,501.11 (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
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 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.	03/31/19	CURRENT	At least 12 acres of priority Stillaguamish riparian floodplain controlled for invasive and noxious plant species on up to two sites.	13 acres completed.
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.	03/31/19	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.	03/31/19	CURRENT	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.	3 acres stewardship weed control
2.4	Project management and final reporting on the project. Includes developing planting plan for the sites.	03/31/19	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. 09/30/18 Still waiting for the Tribe to decide on website platform in the mean time we are concentrating on our social media strategy.
2.1	invasive weeds at high density have slowed restoration progress	Full season of weed control including mechanical cutting and manual removal of blackberry has put us in a good position for native plant installation.
2.2	We received bareroot plants late from the nursery.	We delayed planting until April 2019. Planting should be complete within the next reporting period.

HIGHLIGHTS/LESSONS LEARNED/REFLECTIONS

<p>*25.</p> <p>Task 1 – Due to staffing changes and department reorganization some of these tasks have changed. The overall implementation of the new website is projected to happen by the end of the yearc 2019. Our department will work closely with the Tribe's new Communication Specialist to ensure our department web pages contain accurate and engaging information. We will share our content with NWIFC before it goes live. In addition the social media strategy has been handed off to the Communications Specialist, although we will be handing off the content to this person to post/publish. The changes have put us a little behind but we still plan on having all our content and processes in place by the end of the grant period, 12/30/2019.</p> <p>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.</p> <p>We are making better progress and plan on finishing the project by 12/30/2019 as stated above.</p> <p>Task 2 - After a full season of weed control we are in a position to expect riparian planting to proceed smoothly and expect high survival rates.</p>

