

*This message has been shared with LIO Coordinators, LIO Fiscal Agents and other interested parties.*

**Dear LIOs,**

We want to pass along a couple of updates related to the amendment of the existing Supplemental Grant Scope of Work and the development of the FFY2016 LIO capacity contracts. This information is provided to both clarify the Partnership's processes and to help with your local planning.

### **Supplemental Grant Funding**

Several LIOs have inquired about the process for re-programming funds within the Supplemental Grant toward implementation activities. This opportunity was introduced on page 2 of the Supplemental Grant Scope of Work, which states:

*Supplemental grant funds for enhanced Action Agenda work must be utilized by September 30, 2016. PSP and EPA will assess progress toward Task 5 deliverables and spending in January 2016. Modifications to negotiated Scopes of Work will be considered under the following circumstances:*

- 1) If an LIO's deliverables in Task 5 for the 5-year Ecosystem Recovery Plan and 2-year Implementation Plan have been met and approved, PSP will work with the LIO on redirecting any remaining funds. PSP will decide about the redirection of unspent funds in concurrence with EPA.*
- 2) If an LIO is not sufficiently progressing toward development of deliverables and appropriate drawdown of funds, then PSP will decide on redirection of funds, with concurrence from EPA and input from the LIO.*

A third scenario is also possible: If an LIO is on track to complete ALL planning deliverables as outlined in its scope of work and can provide a plan that demonstrates how it will maintain capacity to stay on track, then it may request that a portion of the supplemental funding be reprogrammed. In response to this scenario, the Partnership has reached an agreement with EPA for reallocating supplemental funds for implementation if a portion of the original award is not needed to complete the draft Ecosystem Recovery Plan. Two important guidelines must be followed:

- 1) The 5 Year Ecosystem Recovery Plan development is the priority expenditure for the supplemental grant funds. Reprogramming of funds for other purposes will not be considered until the Partnership concurs with the LIO assessment that the funds are not needed for planning purposes.
- 2) Reallocation of supplemental funds for implementation will be limited to 2016 Near-Term Action (NTA) seed money or implementation.

If your LIO is able to meet the expectations for the Plan deliverables by September 2016 and would like to propose reallocation of Task 5 funding toward implementation of 2016 NTAs, please submit the following to your ERC no later than June 30, 2016:

- a. A statement of commitment to produce the 5 Year Plan deliverables by September 2016 using available Supplemental Grant funding. In the statement of commitment, please describe how you will meet at least the minimum expectations outlined in the Ecosystem Recovery Plan Guidance and confirm intent to deliver draft products for the July check-in; participate in LIO trainings; and submit your workplan for developing the components of the Plan (e.g. work sessions, meetings for vetting/approval of products, etc.)
- b. Documentation that the LIO is submitting invoices at least quarterly for both the FFY 2015 Capacity and FFY2015 Supplemental funds. (If invoices are not being submitted regularly, the Partnership may deem the LIO ineligible for reallocation of funds.)
- c. Description of the process your LIO will use to select the 2016 NTA(s) to be funded.

- d. Detailed Scope of Work for how to reallocate the funds for 2016 NTA seed money or implementation including what would be funded, who would do the work, and how progress will be tracked.
- e. Detailed budget.
- f. A funding plan to cover the full cost of implementation if the reprogrammed supplemental funds are not sufficient.

Please note that there will be additional reporting requirements, as well as a different contract monitoring process, if allocating funds toward implementation.

**The Partnership will accept requests for reallocating supplemental funds between now and June 30, 2016.**

Upon receipt of the request and confirmation that all requirements have been met, scopes of work and budgets will be negotiated with EPA and then returned to the LIO for review and signature. Submittal of a request to the Partnership does not guarantee approval. The Partnership reserves the right to reopen the request period later in the summer.

**FFY2016 LIO Capacity Contracts (October 2016 – September 2017)**

The Partnership is currently working on a draft scope of work for the \$75,000 FFY2016 capacity contract, which should be distributed to LIOs for review and consideration by late May. Key process dates include:

July 18, 2016 – Draft contract back from the LIOs.

August 5, 2016 – Contract review by the ERC team and the Partnership's Fiscal department completed.

September 30, 2016 – Final contracts signed.

More details to come!

In the meantime, please let your ERC know if you have any questions about either the Supplemental Grant funding reprogramming opportunity or the FFY16 capacity contract process.

*Sent on behalf of Partnership staff*

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