



Monitoring and Reporting - Partnerships

Monitoring



In accordance with the Estuary Restoration Act of 2000 (ERA), Title I of the Estuaries and Clean Waters Act of 2000, the NOAA Restoration Center is committed to ensuring that minimum elements of habitat restoration efforts are evaluated for success. By requesting quantitative monitoring of projects, and collectively analyzing the results, we have the potential to learn from these projects and improve restoration success nationwide. NOAA Restoration Center Technical Monitors are available to work directly with grantees to help them develop and implement sound monitoring plans, which minimize financial and labor resource needs while allowing for a quantitative evaluation of restoration results.

We encourage all habitat restoration projects to establish clearly defined project goals and objectives, and monitor progress towards reaching these goals. For all projects other than stream barrier removal projects, at least one structural parameter (measures a physical aspect of the habitat such as distribution, abundance, or physical condition) and one functional parameter (measures an ability or response of the habitat) should be measured. NOAA and partners have developed a two-part monitoring manual, which provides technical assistance and useful tools, and outlines necessary steps in the development and implementation of sound scientific monitoring of coastal restoration efforts. The manual is available online in two parts: [Volume 1](#) and [Volume 2](#).

The NOAA Restoration Center has developed separate **guidance for monitoring stream barrier removal projects**, including dam removal and culvert removal/replacement projects. The “Stream Barrier Removal Performance Measures and Project Monitoring Worksheet ” provides guidance on evaluating a project in terms of: available habitat, channel conditions, presence of target fish species, community participation, community enhancement, operating and maintenance costs, and public safety. These parameters were developed to contribute to program-level performance measures that assess progress towards NOAA Restoration Center program goals. Grantees are welcome to monitor projects beyond the parameters outlined in the worksheet to assess their projects.

The NOAA Restoration Center tracks slightly different **parameters for marine debris removal and prevention projects**.

- All projects proposing removal of marine debris should include expected weight of debris removed, in metric tons.
- All projects proposing prevention activities, such as recycling initiatives, should include expected weight of material prevented from entering the marine environment, in metric tons.
- All projects proposing to remove mid- and large- scale debris should include the expected footprint of the debris proposed to be removed, in acres or square feet.

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- Similar to other Restoration Center projects, all projects proposing use of volunteers should include expected volunteer participation, in terms of numbers of volunteers as well as total volunteer hours.

Please remember that NOAA Technical Monitors are always available to help develop monitoring plans. Also, remember that the goal of monitoring and evaluation is to learn from the project results. If a project misses its targets, it may demonstrate a need to improve restoration techniques and help prioritize research efforts. Please include a discussion of “lessons learned” in the project’s final progress report.

Reporting

Progress reports detailing the work being done through the award are due every six months, according to the schedule described in your Special Award Conditions. You have 30 days after the end of the reporting period to submit the report. Partnership organizations should summarize the overall activities conducted under the partnership (i.e. what the partnership managers did during the six month period) and list the sub-awards that are open currently and whether the report contains an interim or final report for the sub-award. The progress report form for the partnership award can be found [here](#). Your CRP Federal Program Officer will work with you to fill in the appropriate parameters in the Program Indicators and Performance Measures fields. This report should be attached and submitted via Grants Online.

The partnership should have each subawardee fill out a subaward progress report form to keep NOAA and the partnership organization up to date on the project’s progress. Individual project reports for each open subaward should be submitted to NOAA at the same time as the partnership update, but they can be submitted on a CD mailed to the Federal Program Officer rather than via Grants Online. The subaward progress report form is a streamlined report template, which you and your Federal Program Officer can modify to suit your partnership’s needs. The subaward progress reports should detail the progress of the project, include information about the acres of habitat restored or stream miles opened to fish passage, and state the number of volunteers involved with the project and the number of work hours that the volunteers contributed. Once the reports are submitted, the Federal Program Officer and NOAA technical monitors in our field offices will review the reports.

At the end of the partnership award period, grantees have 90 days to complete and submit a final, comprehensive report which covers all work done under the award and describes the partnership’s overall impact on coastal or diadromous fish habitat. If you have questions on progress reports, please contact your Federal Program Officer or Technical Monitor.

Financial reports (SF-425) are due every six months, on a set schedule, and should be filled out directly in Grants Online. The report for the period of April 1-September 30 is due by October 30, and the report for the period of October 1-March 31 is due by April 30. A final SF-425 is due 90 days after the expiration of the award. You are required to start submitting financial reports in the reporting period during which you first withdrew funds. If you have questions regarding the financial reports, please contact Stacy Tedder in the Grants Management Division at 301-713-0922 x128, stacy.a.tedder@noaa.gov.

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