

NEW FORM FOR MULTI-SITE AWARDS (New and Updated Information Requests Noted in Gray with Red)

Award Administrative Report: The purpose of this form is to track the projects and award expenditures for the overall NOAA Restoration Center cooperative agreement award. It will be used to collect expenditure information on cooperative agreement awards implementing multiple projects.

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| Award Information | 1. Federal Agency to Which the Report is Submitted | Enter the name of the awarding Federal agency and sub-agency identified in the award document (e.g. NOAA, Restoration Center). |
| | 2. Federal Grant Award Number | Enter the grant/award number contained in the award document. |
| | 3. Federal Program Officer's name | Enter the name of the Federal Program Officer with responsibility for monitoring this award. |
| | 4. Recipient Organization and Address | Enter the name of recipient organization and address, including zip code. |
| | 5. Grant Start Date and 6. End Date | Indicate the start and end dates of the grant period established in the award document. |
| | 7. Report Start and 8. End End Date | Enter the start and end date of the reporting period. The reporting period is established in the award document, is usually semi-annual, and ends 30 days prior to the report due date. For final reports, the reporting period end date should be the end date of the grant period. |
| | 9. Award Name | Enter the name of the award as listed in the application. |
| | 10. Main Contact - Name | Enter the name of the person who is the main point of contact for this award. This is not necessarily the same person as that listed as the Authorizing Official. |
| | 11. Main Contact - Title and Organization | Enter the title and organization of the person who is the main point of contact for this award. |
| | 12. Main Contact - Email | Enter the email address of the person who is the main point of contact for this award. |
| | 13. Main Contact - Phone Number | Enter the phone number of the person who is the main point of contact for this award. |
| | 14. Final Report Check Box | Mark appropriate box. Check "yes" only if this is the final report for the award. |
| | 15. Report Frequency | Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular 2 CFR 200. |
| | 16. Other Attachments | List of other required or optional documents (e.g. articles/news clippings) submitted with the report in Grants Online. |
| | 17. Name and Title of Certifying Authorized Representative | Name and Title of Authorized Representative for the recipient organization certifying the report. |

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| Award Information | 18. Email Address of Authorized Representative | Enter Authorized Representative's email address. |
| | 19. Signature of Authorized Certifying Official | Official signature of the recipient's Authorized Representative. |
| | 20. Telephone of Authorized Representative | Enter Authorized Representative's telephone number, area code, number, and extension. |
| | 21. Performance Narrative | <p>1) For Interim Administrative Progress Reports, describe the administration and management of the award. The narrative should highlight: competitions to select PI's, sub-recipients, or projects; sub-recipient/sub- award management; notable milestones or activities performed by the recipient; and any award changes or other activities not described in a project report narrative.</p> <p>2) For Final Administrative Progress Reports, discuss in detail the following award components not discussed in project reports.</p> <p>a) Description of completed tasks, related to the administration of the award, such as sub-recipient/sub-award management;</p> <p>b) Description of the partnerships developed to leverage resources;</p> <p>c) Deviations from proposed award activities and expenditures, including detailed explanations of budget changes;</p> <p>d) Lessons Learned that would make future projects more efficient and effective; and</p> <p>e) Future plans and next steps related to the award focus area (e.g. outreach activities and products, and/or implementing management plan activities).</p> |
| A. Sub-award Project List | 1. Sub-recipient | Enter the name of the sub-recipient of the sub-award. |
| NEW | 2. Project Title | Enter the sub-award project title. |
| | 3. Project Status | List the status of the sub-award project: Not started, Construction, Monitoring, Completed, or Terminated. |
| | 4. NEPA Status | List the status of NEPA: Not started, Phased, Completed. |
| | 5. NOAA Funding Amount | Enter the NOAA funds supporting the sub-award project. |
| | 6. Anticipated End Date | Enter the anticipated sub-award project end date. |
| | 7. Modifications to the Sub-Award | Enter the type of present or past modifications that have been made to the sub-award: project activities, budget, time extension, or performance targets. |

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| B. NOAA Award Funding | NOAA award funds | This table will track the all NOAA funds associated with the award. The final row in this table should be a total of all prior rows. |
| UPDATED | 1. Object Class Expenditures | List the applicable SF-424A object classes. |
| | 2.-4. Year x NOAA Approved Funds | Enter the amount of NOAA funds budgeted for a single funding period for each expenditure listed, as stated in the original grant application or most recently approved budget revision. Ensure rows total NOAA approved funds in award documentation. (This column will repeat for each year of funding awarded). |
| | 5. Total Approved NOAA Funds | Enter the amount of NOAA funds budgeted for the entire award period for each expenditure listed, as stated in the original grant application or most recently approved budget revision. Ensure rows total NOAA approved funds in award documentation. |
| | 6. Total NOAA Funding Expended | Enter the cumulative amount of NOAA funds used by the end of the current reporting period (this reporting period plus all previous periods) for each expenditure listed. |
| | 7. Notes | Enter notes about the budget by object class, as needed, by the recipient for the purposes of tracking funds. |
| | 8. Budget Deviations Description | Explain any differences between the approved budget and actual or planned expenditures. Note that some budget changes require prior approval, as described in your award documents and 2 CFR Part 200. Please note if your budget has been officially amended, and the date of the amendment. |
| C. Non-Federal Recipient Share Funds | Non-Federal Recipient Share Funds | This table will track the Non-Federal Recipient Share associated with the award. Final row in this table should be a total of all prior rows. |
| | 1. Object Class Expenditures | List the applicable SF-424A object classes. |
| UPDATED | 2.-4. Year x Non-Federal Recipient Share (Match Funds) Approved | Enter the amount of the Non-Federal Recipient Share budgeted for a single funding period for each expenditure listed, as stated in the original grant application or most recently approved budget revision. Ensure rows total Non-Federal Recipient Share in award documentation. (This column will repeat for each year of funding awarded). |
| | 5. Total Approved (Match Funds) Non-Federal Recipient Share | Enter the amount of Non-Federal Recipient Share budgeted for the entire award period for each expenditure listed, as stated in the original grant application or most recently approved budget revision. |

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| <p>C. Non-Federal Recipient Share Funds</p> | <p>6. Total Expended (Match Funds) Non-Federal Recipient Share</p> | <p>Enter the cumulative amount of Non-Federal Recipient Share used by the end of the current reporting period (this reporting period plus all previous periods) for each expenditure listed.</p> |
| | <p>7. Non-Federal Recipient Share (Match Funds) Sources</p> | <p>List the sources of Non-Federal Recipient Share contributions (the entity providing cash, goods, or services) for each expenditure line.</p> |
| | <p>8. Budget Deviations Description</p> | <p>Explain any differences between the approved budget and actual or planned expenditures. Note that some budget changes require prior approval, as described in your award documents and 2 CFR Part 200. Please note if your budget has been officially amended, and the date of the amendment.</p> |