

REVISED PROJECT REPORT FORM (New and Updated Information Requests Noted in Gray with Red)

Project Performance Progress Report: The purpose of this form is to track implementation, monitoring, and expenditures. It will be used to collect information on projects funded by the NOAA Restoration Center. Awards implementing multiple projects may complete a form for each project.

Award Information	1. Federal Agency to Which 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. Award or Sub-award Number	Enter the NOAA award or sub-award number, if applicable, used to track the award by the awarding organization.
	3. Federal Program Officer's Name	Enter the name of the Federal Program Officer with responsibility for monitoring this award.
	4. Project Name	Enter the name of the project.
	5. Recipient or Sub-recipient Organization	Enter the name of the recipient or sub-award recipient organization and address, including zip code.
	6. Final Report Check Box	Mark appropriate box. Check "yes" only if this is the final report for the project.
	7. Grant or Project Period Dates	Indicate the start and end date of the project.
	8. Reporting Period Dates	Enter the start and end dates of the reporting period. The reporting period 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 project period.
	9. Report Frequency	Select the appropriate term: annual, semi-annual, quarterly, or other. "Other" may be used when more frequent reporting is required for high-risk sub-grantees, as specified in OMB Circular 2 CFR 200.
	10. Main Project Contact - Name	Enter the name of the person who is the main point of contact for this project. This is not necessarily the same person as that listed as the Authorizing Official.
	11. Main Project Contact - Title and Organization	Enter the title and organization of the person who is the main point of contact for this project.
	12. Main Project Contact - Email	Enter the email address of the person who is the main point of contact for this project.
	13. Main Project Contact - Phone Number	Enter the phone number of the person who is the main point of contact for this project.

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Award Information	14. and 15. Project City, State	Enter the name of the City and State where the project is located.
	16. Number of Project Sites	Select the number of project sites associated with the project. If there are more than six sites, add the locations to the narrative section of the form.
	17. Project Site Geographic Coordinates	Enter the geographic coordinates in decimal degrees for the project location. (For projects with multiple locations, use the add row button to create another row for each additional sites.)
	18. Project Site Land Owner(s):	Enter the name of the land owner(s) for the project site.
NEW	19. Monitoring Contact - Name	Enter the name of the person who is the monitoring contact for this project, if applicable. This is not necessarily the same person as the main point of contact for the project.
	20. Monitoring Contact - Title and Organization	Enter the title and organization of the person who is the monitoring contact for this project.
	21. Monitoring Contact - Email	Enter the email address of the person who is the monitoring contact for this project.
	22. Monitoring Contact - Phone Number	Enter the phone number of the person who is the monitoring contact for this project.
	23. Monitoring Level, Check Box(es): Tier I, Tier II, None	Check the appropriate box to indicate if the project will be collecting Tier I and/or Tier II monitoring data for fish passage, hydroreconnection, shellfish, or coral restoration projects.
	24. List of Target Species	List the target species under NOAA jurisdiction that will directly benefit from this project (e.g., Central California Coast coho salmon)
	25. List of Project Partners	Enter the names and organizational affiliation of any partners also contributing to or involved with this project.
	26. Problem the Project Addresses	Describe the historic and current status of target species and how the project will enhance habitat and NOAA trust species populations.
	27. Other Attachments	List of other required or optional documents (e.g. data sharing plan, monitoring plan, monitoring reports, articles/news clippings, before, during, and after high resolution project photographs, and project maps or geographic/spatial data files) submitted with the report in Grants Online.
	28. Name and Title of Certifying Authorized Representative	Name and Title of Authorized Representative certifying the report.
	29. Email Address of Authorized Representative	Enter Authorized Representative's email address.

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Award Information	30. Authorized Representative Phone number	Enter Authorized Representative's telephone number, area code, number, and extension.
	31. Performance Narrative	<p>1) For <i>Interim Performance Progress Reports</i>, describe the goals and objectives of the project. All narratives should provide a detailed description of project activities (e.g. construction and monitoring) to date, including: progress achieved towards milestones, an updated timeline of remaining tasks, changes to proposed project activities and budget (e.g. construction design plans or alternate project activities), and a description of roadblocks to future progress, and lessons learned.</p> <p>2) For <i>Final Performance Progress Reports</i>, discuss in detail the following project components and include a description of partner's roles in project implementation.</p> <p>a) State if the project was constructed and monitored as proposed. If it was not, describe in detail the deviations in methods, performance metrics, and/or expenditures. Include why the deviations were made and how they will impact the anticipated outcomes of the proposed project.</p> <p>b) Materials and Methods used to complete project implementation and outreach tasks;</p> <p>c) For projects with a monitoring plan, describe the methods used in data collection and data analysis, assumptions for data analysis, and key findings.</p> <p>d) Lessons learned (e.g., new techniques, innovative partnerships, and community engagement); and</p> <p>d) Future plans, such as restoration and monitoring next steps, and/or plans for sharing/publishing results or description of other outreach activities and products.</p>
A. Program Indicators	1. Milestone Activity Description	These activities are outlined in the final work plan or award conditions agreed to by the recipient and NOAA. If overall activities or methods change, document in the performance narrative and communicate with the Federal Program Officer to discuss if a change in scope request is appropriate.
	2. Indicator Status	State if the activity/project is Not Started, Ongoing/In-Progress, or Completed.
	3. Explanation of Progress	Include anticipated start and end dates and a brief description of your progress towards completing the activity. Once the activity is completed, list the actual start and end date. Further details can be provided in the Performance Narrative section.
B. Performance Measures	1. Objective/Goal Description	Each measure corresponds to a project goal, objective, or monitoring parameter specified in the final work plan and/or monitoring plan. Sub-recipients and recipients discuss these measures during award negotiations with NOAA program staff.
	2. Measure (Unit)	Enter the unit of measure. This can be quantitative or qualitative. For example, it can include counts, percentages, targeted dates, time periods, or levels. It could also describe a condition, a result, or status.
	3. Baseline	Enter the initial starting point or average amount or condition related to each measure.

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B. Performance Measures	4. Target Year	Enter the year you expect to accomplish the specified project targets. Note: Different target years may appear in the same report, as project accomplishments may not all be realized in the same year.
	5. Project Target	Enter the expected amount or condition to be achieved for each objective or measure. Do not change the Project Target, unless specifically discussed with NOAA program staff.
	6. Actual to Date (cumulative)	State the actual cumulative amount, condition or status achieved as of the end of the reporting period.
	7. Explanation	Describe progress toward the target. If you do not expect to meet the target, briefly explain any differences between the Target and Actual. Further details can be provided in the Performance Narrative. <u>Final Report:</u> If you did not meet the target, briefly explain any differences between the Target and Actual. Further details can be provided in the Performance Narrative. Make sure that all columns are complete. If they are not applicable, discuss them with program staff prior to submitting the final report.
C. NOAA Award Funding	NOAA award funds	This table will track only the NOAA funds associated with the project. 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. 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. 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.
NEW	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.

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D. Non-Federal Recipient Share (Match Funds)	Non-Federal Recipient Share Funds	This table will track only the Non-Federal Recipient Share associated with the project. 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 Non-Federal Recipient Share budgeted for a single funding period for each expenditure listed. Ensure rows total Non-Federal Recipient Share in project 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 project period for each expenditure listed, as stated in the final project application or contract.
	6. Total Expended (Match Funds) Non-Federal Recipient Share	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.
	7. Non-Federal Recipient Share (Match Funds) Sources	List the sources of Non-Federal Recipient Share (the entity providing non-Federal cash, goods, or services) for each expenditure line.
	8. Budget Deviations Description	Explain any differences between the approved budget and actual or planned Non-Federal Recipient Share. 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.
E. Project Leverage	Project Leverage	List all other funding secured to complete the project through the end of the award period. It is acceptable to include funding expended prior to the start of the award period, but not after the award period has ended.
	1. Leveraged Funds Source Description	List all sources of leveraged funds that make up the federal and non-federal funding amounts listed in 16 and 17.
NEW	2. Federal Leveraged Funds	Enter the amount of Federal leveraged funds (not including this NOAA award) that contributed to the completion of the project.
	3. Non-Federal Leveraged Funds	Enter the amount of non-Federal leveraged funds that contributed to the completion of the project. This should include all non-Federal funds not used to meet matching requirements (non-Federal recipient share) of the current award.

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F. Project Monitoring Funding	Project Monitoring	Enter the amount expended on pre-and post-construction monitoring during the project period.
NEW	1. Non-Federal Recipient Share (Match Funds) Source Description	List all sources of Non-Federal Recipient Share expended on monitoring activities during the project period.
	2. NOAA Funding Monitoring Expenditures	Enter the amount of NOAA Funding from this project expended on pre- and post-construction monitoring activities.
	3. Non-Federal Recipient Share (Match Funds) Monitoring Expenditures	Enter the amount of Non-Federal Recipient funds from this project expended on monitoring activities.