Administrative Progress Report (APR) Instructions for Multi-site Awards

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. The following instructions provide guidance on reporting and explain the requirements for awards funded by the NOAA Restoration Center.

Section	Data Elements	Line Item Instructions for the NOAA Restoration Center's Administrative Progess Report
Award Information	1. Federal Agency to Which the Report is Submitted	This is pre-filled by the awarding Federal agency with the name of the Federal agency and sub-agency identified in the award document (e.g. NOAA National Marine Fisheries Service).
	2. Federal Award Number	Enter the NOAA award number contained in the award document.
	3. Federal Program Officer's name	Enter the name of the NOAA Federal Program Officer with responsibility for monitoring this award.
	4. Recipient Organization and Address	Enter the name of the recipient organization and address, including zip code.
	5. Award Start Date and 6. Award End Date	Enter the start and end dates of the award period established in the award document. When an extension is approved, update the end date to the approved end date.
	7. Report Start and 8. Report End End Date	Enter the start and end dates 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 is the entire award period, project start date to end date.
	9. Award Name	Enter the name of the award as listed in the award document.
	10. Main Project Contact - Name	Enter the name of the person who is the main point of contact for this award.
	11. Main Project Contact - Title and Organization	Enter the title and organization of the person who is the main point of contact for this award.
	12. Main Project Contact - Email	Enter the email address of the person who is the main point of contact for this award.
	13. Main Project 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	Check the appropriate box. Check "yes" only if this is the final comprehensive 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 required or optional documents (e.g. project report forms, articles/news clippings, project photographs, etc.) submitted with the report in Grants Online.

Award Information	17. Authorized Representative - Name and Title	Enter the name and title of the Authorized Represenive for the recipient organization certifying the report.
	18. Authorized Representative - Email	Enter the Authorized Representative's email address.
	19. Authorized Representative - Phone number	Enter the Authorized Representative's phone number.
	20. Performance Narrative	1) For **Interim Administrative Progress Reports**, describe the administration and management of the award. The narrative should highlight: competitions to select PI's, subrecipients, or projects; subrecipent/subaward management; notable milestones or activities performed by the recipient; and any award changes or other activities not described in a project report narrative. 2) For **Final Administrative Progress Reports**, comprehensively discuss in detail the following award components not discussed in performance progress reports over the award period. a) Description of completed tasks, related to the administration of the award, such as subrecipient/subaward management; b) Summary of results and outcomes of the comprehensive award, such as collective benefits of multiple projects, if applicable; c) Description of the partnerships developed to leverage resources; d) Deviations from proposed award activities and expenditures, including detailed explanations of budget changes; e) Lessons learned that would make future projects more efficient and effective; and f) Future plans and next steps related to the award focus area (e.g. outreach activities and products, and/or implementing management plan activities).
A. Subaward Project List	1. Subrecipient	Enter the full organization name of the subrecipient.
	2. Project Title	Enter the subaward project title and subaward tracking number, if applicable.
	3. Project Status	Select the status of the subaward project: Not started, Planning, Implementation, Monitoring, Closed, or Terminated.
	4. NEPA Status	Select the status of National Environmental Policy Act analysis, as confirmed by NOAA: Not started, In-progress, Completed.
	5. NOAA Funding Amount	Enter the NOAA funds supporting the subaward project.
	6. Anticipated End Date	Enter the anticipated subaward project end date.
	7. Modifications to the Subaward	Enter the type of present or past modifications made to the subaward. This includes modifications to project activities, budget, end dates, or performance targets.

B. NOAA Award Funding	1. Object Class Expenditures	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 object class expenditure listed, as stated in the original award or most recently approved budget revision. (This column will repeat for each year of funding awarded up to three years).
	5. Total Approved NOAA Funds	This column automatically sums the NOAA funding amounts entered in columns 2-4. This column should match the total NOAA approved funds in the SF-424As of the original award and all funding amendments for each object class expenditure listed.
	6. Total NOAA Funding Expended	Enter the cumulative amount, this reporting period plus all previous periods, of NOAA funding expended between the award start date and the end of the current reporting period for each object class expenditure listed.
	7. Notes	Enter notes about the budget by object class, as needed, for the purposes of tracking funds.
	8. Budget Deviations Description	Explain any differences between the approved budget and actual object class expenditures of NOAA funding. 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 approved award amendment.
C. Non-federal Recipient Share Funds	1. Object Class Expenditures	SF-424A object classes.
	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 object class expenditure listed, as stated in the original award or most recently approved budget revision. (This column will repeat for each year of funding awarded).
	5. Total Approved (Match Funds) Non-federal Recipient Share	This column automatically sums the amount of Non-federal Recipient Share funds entered in columns 2-4. The total should match the Non-federal Recipient Share approved in the SF-424As of the original award and all funding amendments for each object class expenditure listed.
	6. Total Expended (Match Funds) Non-federal Recipient Share	Enter the cumulative amount, this reporting period plus all previous periods, of Non-federal Recipient Share funding expended between the award start date and the end of the current reporting period for each object class expenditure listed.
	7. Non-federal Recipient Share (Match Funds) Sources	List the type of match (In-kind or Cash) and sources of Non-federal Recipient Share contributions (the entity providing cash, goods, or services) for each object class expenditure line.
	8. Budget Deviations Description	Explain any differences between the approved budget and actual Non-federal Recipient Share object class 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.