

**Performance Progress Report**

NOAA Marine Debris Program, Office of Response and Restoration

<b>Reporting Form Instructions</b>		
<b>Item</b>	<b>Data Elements</b>	<b>Instructions</b>
1	Project Name	Enter the name of the project as listed in the grant award.
2	Project Dates	For Project/Grant Start and End dates, indicate the grant period established in the award document during which Federal sponsorship begins and ends.  For Reporting Period Start and End dates, indicate 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 PPRs, the reporting period end date shall be the end date of the grant period, 90 days prior to the report due date.
3	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 the Uniform Administrative Requirements.
4	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the grant period specified in Box 2.
5	Grant Number Assigned by Agency	Enter the grant/award number contained in the award document.
6	Federal Agency to which Report is Submitted	Enter the name of the awarding Federal agency.
7	Federal Program Officer	Enter the name of the Federal Program Officer with responsibility for monitoring this award.
8	Recipient Organization Name and Address	Enter the name of recipient organization and address, including zip code.
9	Project Contact - Name and title	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. Also enter the title of the person who is the main point of contact for this project.
10	Project Contact – E-mail address	Enter the email address of the person who is the main point of contact for this project.
11	Project Contact – Phone No.	Enter the phone number of the person who is the main point of contact for this project.
12	Project City	Enter the name of the City where the project is located.
13	Project Location State	Enter the name of the State where the project is located.
14	Site Coordinates	Enter the geographic coordinates in <b>decimal degrees</b> for the project location. For projects with multiple locations, choose a location associated with the largest expenditure of project resources.
15	Land Ownership	Indicate landownership of the project site. Include the name of owner and whether public or private.
		<p>List other required or optional documents such as monitoring reports, articles/news clippings, project photographs, project maps or geographic/spatial data files, and/or evidence of NOAA support (e.g. photographs of signs at project site, funding credit in outreach materials, press releases, etc.) that you will provide to NOAA with your report.</p> <p>When submitting project photographs, provide ~20 of the best photos (individual high-resolution files – not compiled on a PDF) that demonstrate the breadth of activities that occurred during the project (e.g., pre and post removal state, monitoring, construction activities, volunteer work, dignitary visits) and those that capture the benefited NOAA trust species, as possible. You are welcome to send additional photos, but we ask that you clearly distinguish which are the ~20 best photos. Attach a summary document that includes photo file name, brief caption, and credit.</p>

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16	Other Attachments	<p>Final Monitoring Report (as attachment; if applicable)</p> <ul style="list-style-type: none"> <li>- Brief Introduction - including project objectives/goals and site information so this document could stand alone from the PPR if necessary</li> <li>- Materials/Methods - detailed monitoring techniques and analytical methods</li> <li>- Results/Discussion - including major findings, data tables and graphs of synthesized monitoring results</li> <li>- Conclusions</li> <li>- Future plans (as applicable) - such as information on future monitoring efforts and/or plans for sharing/publishing results</li> <li>- Contact information - such as the names of the people compiling the report, the names of the people responsible for data storage, and, if applicable, the names of the people involved in the future monitoring effort</li> </ul> <p>Provide any other final outreach materials (e.g., fact sheets, publications, project website or other relevant links, press releases, news articles and videos, conference presentations and/or posters). If there were many news articles on your project, clearly distinguish the top 2-3. As appropriate, these materials may be combined into one PDF to ease review (e.g., press releases, news articles).</p>
17	List of Project Partners	Enter the names and organizational affiliation of any partners also contributing to or involved with this project.
18	List of Species to Benefit from Project	List the target species that will directly benefit from this project. Describe how project activities will beneficially impact these species.
19	Performance Narrative	<p><b>For interim progress reports, the Performance Narrative should include a description of project activities and accomplishments that covers the reporting period only, and contain at least the following components:</b></p> <ul style="list-style-type: none"> <li>- Overall short and long-term goals for the project and a description of the approved award activities that were performed to achieve those goals.</li> <li>- A comparison of actual accomplishments to the schedule established in the award. This should include a narrative and details on the status of approved activities (completed, not-completed, on-going), and an explanation of why targets may not have been met or other extenuating circumstances surrounding project progress.</li> <li>- Details on any perceived challenges or potential roadblocks to future progress</li> <li>- An updated timeline of remaining tasks, and a summary of any changes made to the project's approved plan that occurred during the reporting period.</li> </ul> <p><b>For the final progress report, the Performance Narrative should be a comprehensive description of project activities and accomplishments that covers the entire award period, and contain the following components:</b></p> <ul style="list-style-type: none"> <li>- Overall short and long-term goals and background, including relevance of the project to reducing the impacts of marine debris on NOAA trust species populations and habitats and/or increasing awareness about marine debris issues.</li> <li>- What are any NOAA trust species or habitats that the project benefited?</li> <li>- How important is this project to a particular species or habitat? How important is it to human use values of a given resource (e.g. commercial, recreational uses, or other ecosystem services).</li> <li>- Methodology used to undertake removal activities, including materials used.</li> <li>- Specific monitoring techniques, if any. (Greater detail may be provided in a separate final monitoring report).</li> <li>- Lessons learned (e.g., Best Management Practices (BMPs) or protocols followed, new techniques tested, innovative partnerships). Also, describe any deviations from original plans and challenges faced.</li> <li>- Accomplishments (e.g. results and outcomes). Remember to provide any details needed to explain the project's performance measures (e.g. tons removed, acres restored). Provide summary of monitoring results, etc.</li> <li>- Description of outreach activities and products.</li> <li>- Next steps for prevention efforts, debris removal, restoration and monitoring, or research needs, as applicable.</li> </ul>
20	Name and Title of Authorized Certifying Official	Authorized certifying official of the recipient.
21	Authorized Certifying Official Phone	Enter authorized official's telephone number.

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22	Signature of Authorized Certifying Official	Original or digital signature of the recipient's authorizing official.
23	Date Report Submitted	Enter date submitted to the awarding Federal agency. Interim reports must be received by the awarding Federal agency no later than 30 days after the end of the reporting period, while final reports are due 90 days after the end of the award.
24	Authorized Certifying Official Email	Enter authorized official's email address.
<b>Section A. Program Indicators</b>		
A.1	Activity Description	These activities are outlined in the final proposal narrative agreed to by the grantee and NOAA. If overall activities change, please communicate with your Federal Program Officer to discuss if a change in scope request is appropriate.
A.2	Indicator or Status	Indicate if the activity/project is completed, ongoing/in progress, or not started.
A.3	Explanation of Status	Include a brief description of your progress towards completing the activity, such as roadblocks, challenges and revised timelines for specific activities. If you run out of space, complete the description of progress in the Project Narrative section.
<b>Section B. Performance Measures</b>		
B.1	Objective/Goal Description	For each measure, list the corresponding project/award goal(s) and objective(s) as specified in the approved work plan, and/or through discussions with the awarding agency.
B.2	Unit of Measure	Enter the unit of measure. This can be quantitative or qualitative.
B.3	Baseline	Enter the initial starting point or average amount or condition related to each measure.
B.4	Project Target	Enter the expected amount to be achieved as specified in the approved work plan.
B.5	Actual To-date	State the actual <b>cumulative</b> amount, condition or status achieved as of the end of the reporting period. As this is a cumulative number, subsequent reports should consistently build off of previously-reported figures.
B.6	Explanation of Status	If you did not meet or do not expect to meet your target, please explain why not. Also, provide a brief description of monitoring/verification activities completed to date that relate to this measure (eg., monitoring technique, frequency).
<b>Section C. Table of Activities and Funding</b>		
C.1	Expenditure Description	This column lists the major categories of funds spent from NOAA and match sources. These are typical items of cost from the project's approved budget.
C.2	Total Approved NOAA Funds	Enter the amount of NOAA funds budgeted for the entire award period for each line item listed, as stated in the original grant application or most recently approved budget revision.
C.3	Total Approved Match Funds	Enter the amount of matching funds budgeted for the entire award period for each line item listed, as stated in the original grant application or most recently approved budget revision.
C.4	NOAA Funding Expended (cumulative)	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 line item listed.
C.5	Match Funding Expended (cumulative)	Enter the cumulative amount of matching funds used by the end of the current reporting period (this reporting period plus all previous periods) for each line item listed.
C.6	Match Source	List the source of match contributions (entity providing cash, goods, or services) for the current reporting period in each expenditure line.
C.7	Budget Deviations	Explain any differences between the approved budget and actual or planned expenditures. Note that some budget changes require prior approval, as described in the award document.