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

The purpose of the Administrative Progress Report 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 for completing this form. **The data elements from the form are in bold**, followed by line item instructions for completing the box on the report form.

1. **Federal Agency to Which Report is Submitted**: this is pre-filled by the awarding Federal agency with the name of the Federal agency and the sub-agency identified in the award document (e.g. NOAA National Marine Fisheries Service)
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-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:** Enter the start date of the award period established in the award document.
6. **Award End Date:** Enter the end date of the award period established in the award document. When an extension is approved, update the end date to the revised, approved end date.
7. **Report Start Date:** Enter the start 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 is the entire award period, starting at the project start date.
8. **Report End Date:** Enter the 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 is the entire award period, ending at the project 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 project.
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 phone number 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.
14. **Is this the final report?** Check the appropriate box. Check "yes" only if this is the final comprehensive report for the project.
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. 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.
17. **Authorized Representative – Name and Title:** Enter the name and title of the Authorized Representative of 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:**
    a. For the Initial and then all 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-recipent/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.
    b. For Final Administrative Progress Reports, comprehensively discuss in detail the following award components not discussed in project reports over the award period.
        i. Description of completed tasks, related to the administration of the award, such as sub-recipient/sub-award management;
        ii. Summary of results and outcomes of the comprehensive award, such as benefits of grouping projects in one award versus separate awards;
        iii. Description of the partnerships developed to leverage resources;
        iv. Deviations from proposed award activities and expenditures, including detailed explanations of budget changes;
        v. Lessons Learned that would make future projects more efficient and effective; and
        vi. Future plans and next steps related to the award focus area (e.g. outreach activities and products, and/or implementing management plan activities).

Subaward or Project List

1. **Sub-Recipient:** Enter the organization name of the sub-recipient of the sub-award or project, if applicable.
2. **Project Title:** Enter the sub-award or project title and sub-award tracking number, if applicable.
3. **Project Status:** List the status of sub-awards or projects: Not started, Planning, Implementation, Monitoring, Closed, or Terminated.

4. **NEPA Status:** List the status of NEPA: Not started, In-progress, Completed.
5. **NOAA Funding Amount:** Enter the NOAA funds supporting the sub-award or project.
6. **Anticipated End Date:** Enter the anticipated sub-award or project end date.
7. **Modifications to the Sub-Award or Project:** Enter the type of present or past modifications that have been made to the sub-award or project. This includes modifications to project activities, budget, end dates, or performance targets.

NOAA Award Funding

1. **Object Class Expenditures:** SF-424A object classes.
2. **Year 1 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.
3. **Year 2 NOAA Approved Funds:** If Year 2 funding is awarded, 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.
4. **Year 3 NOAA Approved Funds:** If Year 3 funding is awarded, 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.
5. **Total Approved Funds:** This column automatically sums the annual funding amounts entered in columns 2-4. This column should match the total NOAA approved funds in the SF-424A original award and all funding amendments.
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.

Non-Federal Share Recipient Share Funds:

1. **Object Class Expenditures:** SF-424A object classes.
2. **Year 1 Match Funds Approved:** Enter the amount of Non-Federal Recipient Share budgeted for a single funding period for each object class expenditure listed, as stated in the original project award or most recently approved budget revision.
3. **Year 2 Match Funds Approved:** If Year 2 funding is awarded, enter the amount of Non-Federal Recipient Share budgeted for a single funding period for each object class expenditure listed, as stated in the original project award or most recently approved budget revision.

4. **Year 3 Match Funds Approved:** If Year 3 funding is awarded, enter the amount of Non-Federal Recipient Share budgeted for a single funding period for each object class expenditure listed, as stated in the original project award or most recently approved budget revision.

5. **Total Approved Match Funds:** This column automatically sums the amount of Non-Federal Recipient Share amounts entered in columns 2-4. The total should match the total Non-Federal Recipient Share in the SF-424A original award and all funding amendments.

6. **Total Expended Match Funds:** 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. 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.