Performance Progress Report

NOAA Coral Reef Conservation Program

General Information

1. Project Name

2. Project Dates		*3. Reporting Frequency*	*4. Final Report?*
Project/Grant Start	*Project/Grant End*	☐ annual ☒ quarterly ☐ semi-annual ☐ other	☐ Yes ☐ No
Reporting Period Start	*Reporting Period End*		

Agency Information

5. Grant Number Assigned by Agency

6. Federal Agency to which Report is Submitted

NOAA National Ocean Service

7. Federal Program Officer

Craig Reid < craig.a.reid@noaa.gov >

8. Recipient Organization Name and Address

9. Project Contact Name and Title

10. Project Contact E-mail

11. Project Contact Phone

12. Project City

13. State

14. List of Other Attachments (see instructions)

15. List of Project Partners

16. Performance Narrative (see instructions)

Certification: *I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents. Non-personally identifiable information reported herein may be shared by NOAA to communicate about project and program accomplishments.*

17. Name and Title of Authorized Certifying Official

18. Authorized Certifying Official Phone

19. Signature of Authorized Certifying Official

20. Date Report Submitted

21. Authorized Certifying Official E-mail

Performance Progress Report
NOAA Coral Reef Conservation Program

A. Project/Task Status

Click to Add New Program Indicator

(1) Project/Task Title	(2) Project/Task Status	(3) Explanation of Progress	Lock Row
	[INSERT DROP-DOWN MENU]		☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

B. Objectives and Indicators

(1) Objective	(2) Indicator	(3) Indicator Status	(4) Expected Result	(5) Actual To-date	(6) Explanation of Progress or Date Competed	Lock Row
[PRE-POPULATED]	[PRE-POPULATED]	[INSERT DROP-DOWN MENU]				☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐

C. Table of Anticipated Products

(1) Project/Task	(2) Working Title	(3) Type or Format	(4) Expected Date of Availability	(6) Status

Lock Row

D. Table of Funding

Fund Source	*(1)* *Total Approved Funds*	*(2)* *Total Expending Funds (cumulative)*	*(3)* *Total Obligated Funds (cumulative)*	*(4)* *Total Remaining Unobligated Funds (cumulative)* *D(4) = D(1) – D(3)*	
Federal					
Non-Federal					
TOTALS					

*(5) Explain any deviations from the approved budget, if any, in the space below. *NOTE: Some budget changes require prior approval from NOAA. Check with your FPO.*

Reporting Form Instructions

Item	*Data Elements*	*Instructions*
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.
		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. When submitting project photographs, attach a summary document that includes photo file name, brief caption, and credit.

14	Other Attachments	Final Monitoring Report (as attachment; if applicable) - Brief Introduction - including project objectives/goals and site information so this document could stand alone from the PPR if necessary - Materials/Methods - detailed monitoring techniques and analytical methods - Results/Discussion - including major findings, data tables and graphs of synthesized monitoring results - Conclusions - Future plans (as applicable) - such as information on future monitoring efforts and/or plans for sharing/publishing results - 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 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).
15	List of Project Partners	Enter the names and organizational affiliation of any partners also contributing to or involved with this project.
16	Performance Narrative	**NOTE: State and Territory Cooperative Agreement should refer to Performance Progress Report guidance to include Programmatic Tasks and additional information as an attachment.** **For <u>interim</u> progress reports, the Performance Narrative should include a description of project activities and accomplishments that covers <u>the reporting period only</u>, and contain at least the following components:** - Overall short and long-term goals for the project and a description of the approved award activities that were performed to achieve those goals. - 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. - Details on any perceived challenges or potential roadblocks to future progress - 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. - Monitoring update, if any. **For the <u>final</u> progress report, the Performance Narrative should be a comprehensive description of project activities and accomplishments that covers <u>the entire award period</u>, and contain the following components:** - Overall short and long-term goals and background, including relevance of the project to furthering NOAA CRCP's Strategic Plan. - 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). - Specific monitoring techniques, if any. (Greater detail may be provided in a separate final monitoring report). - 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. - 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. - Description of outreach activities and products (more detail than provided in the Table of Anticipated Products).
17	Name and Title of Authorized Certifying Official	Authorized certifying official of the recipient.
18	Authorized Certifying Official Phone	Enter authorized official's telephone number.

19	Signature of Authorized Certifying Official	Original or digital signature of the recipient's authorizing official.
20	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.
21	Authorized Certifying Official Email	Enter authorized official's email address.
Section A. Project/Task Status		
A.1	Project/Task Title	These projects/tasks 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. **NOTE: State and Territory Cooperative Agreement should not include Programmatic Tasks in this section.**
A.2	Project/Task Status	Indicate from the drop-down menu if the project/task is: Not Known -- Lack of sufficient info to assess progress status; Scheduled for future implementation; Major issues -- Ongoing project with major issues that need attention; Minor issues -- Ongoing project with minor issues that need attention; On-Track -- Ongoing project that is generally on track; Completed -- Project has been successfully accomplished; or Abandoned -- Project is no longer relevant or useful.
A.3	Explanation of Progress	Include a brief description of your progress towards completing the project/task, 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.
Section B. Objectives and Indicators		
B.1	Objective	These objectives are pre-populated based on the NOAA CRCP Strategic Plan (2018)
B.2	Indicator	These indicators are pre-populated based on the objectives identified in the NOAA CRCP Strategic Plan (2018)
B.3	Indicator Status	Indicate from the drop-down menu if the project/task is: Not Applicable; Not Known -- Lack of sufficient info to assess progress status; Scheduled for future implementation; Major issues -- Ongoing project with major issues that need attention; Minor issues -- Ongoing project with minor issues that need attention; On-Track -- Ongoing project that is generally on track; Completed -- Project has been successfully accomplished; or Abandoned -- Project is no longer relevant or useful.
B.4	Expected Result	Enter the expected contribution of this project to the selected indicator as specified in the approved work plan.
B.5	Actual To-date (Cumulative)	State the actual **cumulative** 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 Progress or Date Completed	If you did not meet or do not expect to meet your target, please explain why not. If no more progress is expected, include the date it was completed and carry this date forward in subsequent reports.
Section C. Table of Anticipated Products		
C.1	Project/Task Title	These projects/tasks 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.
C.2	Working Title of Product	These products 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 changein scope request is appropriate.
C.3	Type or Format	Enter format that is expected for the product submission (e.g. environmental data or publication). Please make sure that you are aware and in compliance of the data and publication sharing requirements outlined in the Specific Award Conditions and all products that will be submitted to CoRIS are 508 Compliant.
C.4	Expected Date of Availability	Enter the date that the product is expected to be available and ready for submission to CoRIS, if applicable.

C.5	Status	Provide a status update or note the date it was made available and provide a URL to the product.
Section D. Table of Activities and Funding		
D.1	Total Approved Funds	Enter the amount of NOAA federal and non-federal matching funds budgeted for the entire award period, as stated in the original grant application or most recently approved budget revision.
D.2	Total Expending Funds (cumulative)	Enter the amount of NOAA federal and non-federal matching funds expended for the entire award period, including expenses due to be reimbursed.
D.3	Total Obligated Funds (cumulative)	Enter the amount of NOAA federal and non-federal matching funds obligated for the entire award period, including unliquidated obligations.
D.4	Total Remaining Unobligated Funds (cumulative)	Enter the amount of NOAA federal and non-federal matching funds that are neither expended nor obligated for the entire award period. These are unencumbered and available to be re-budgeted. Subtract D.3 from D.1.
D.5	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.