

## **Performance Progress Report (PPR) Instructions**

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

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.

### **General and Agency Information**

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 start and end dates as stated in the original grant application or most recently approved award file revision. For Reporting Period Start and End dates, indicate the start and end date of the reporting period (usually either April 1 - Sept 30 or Oct 1 - March 31). For final PPRs, the reporting period start and end dates will be the start and end dates of the entire grant period.
3. **Report Frequency:** Select the 'semi-annual' unless otherwise instructed by your Program Officer.
4. **Final Report:** Check the appropriate box. Check "yes" only if this is the final comprehensive report for the grant period specified in Box 2.
5. **Grant Number Assigned by Agency:** Enter the grant/award number provided by your Program Officer.
6. **Federal Agency to Which Report is Submitted:** Enter 'NOAA National Ocean Service'.
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 the recipient organization and address, including zip code.
9. **Project Contact - Name and title:** Enter the name and title of the person who is the main point of contact for this project. This should be the project lead who is knowledgeable of the ongoing and planned project activities and does not need to be the project's Signing Official.
10. **Project Contact- Email address:** Enter the email address of the person who is the main point of contact for this project.
11. **Main 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. For projects with multiple locations, choose a location associated with the largest expenditure of project resources.
13. **Project Location State:** Enter the name of the State where the project is located. For

projects with multiple locations, if possible, choose a location associated with the largest expenditure of project resources.

14. **Site Coordinates:** Enter the geographic coordinates in decimal degrees 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 the owner and whether public or private.
16. **Other Attachments:** List other relevant documents that you will provide to NOAA as part of your report such as outreach products, monitoring reports, articles, project photographs, project maps or geographic/spatial data files, and/or evidence of NOAA support (e.g. photographs of signs at project sites, funding credit in outreach materials, press releases, etc.)

We encourage you to submit photos with your reports. Please remember that NOAA can only promote photos that adhere to the photo guidance included in the Grantee Welcome Document. If you include photos, please include a summary document that includes photo file name, brief caption, and credit.

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 for ease of review.

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 (i.e. improving their habitat by marine debris removal and/or prevention).
19. **Performance Narrative:**

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:

- 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.

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:

- 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.
- What are any NOAA trust species or habitats that the project benefited?

- 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).
- Methodology for removal activities, including materials used. - Specific monitoring techniques, if any. (Greater detail may be provided in a separate final monitoring report if applicable).
- 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.
- Next steps for prevention efforts, debris removal, restoration and monitoring, or research needs, as applicable.

20. **Name and Title of Certifying Official:** Authorized certifying official/signing official of the recipient.
21. **Certifying Official - Phone:** Enter authorized certifying official/signing official's telephone number.
22. **Signature of the Certifying Official:** Original or digital signature of the recipient's certifying official/signing official. If a digital signature is provided, it may need to be validated.
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 120 days after the end of the award.
24. **Authorized Certifying Official Email:** Enter authorized certifying official/signing official's email address.

## Section A. Program Indicators

- A1. **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.
- A2. **Indicator or Status:** Indicate if the activity/project is completed, ongoing/in progress, or not started.
- A3. **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.

## Section B. Performance Measures

- B1. **Objective/Goal Description:** List the name of the performance measure to be tracked as specified in the approved work plan, and/or through discussions with the awarding

agency.

- B2. **Unit of Measure:** Enter the unit of measure. This can be quantitative or qualitative.
- B3. **Baseline:** Enter the initial starting point or average amount or condition related to each measure.
- B4. **Project Target:** Enter the expected amount to be achieved as specified in the approved work plan.
- B5. **Actual To-date:** State the actual cumulative (unless otherwise specified) amount, condition, or status achieved as of the end of the reporting period. As this is typically a cumulative number, subsequent reports should consistently build off of previously-reported figures.
- B6. **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). List any important context related to the calculation or measurement of the performance measure.

### Section C. Table of Activities and Funding

- C1. **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.
- C2. **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.
- C3. **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.
- C4. **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.
- C5. **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.
- C6. **Match Source:** List the source of match contributions (entity providing cash, goods, or services) for the current reporting period in each expenditure line.
- C7. **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.