

Performance Progress Report

NOAA Coral Reef Conservation Program

OMB Control No.
0648-0198

Expiration Date:
3/31/2025

Reporting Form Instructions

<i>Item</i>	<i>Data Elements</i>	<i>Instructions</i>
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 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, 120 days prior to the report due date.
3	Report Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Semi-annual" is the default frequency. "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 the appropriate box. Check "yes" only if this is the final report for the entire 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	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 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 (project principle investigator or 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	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 majority of the project work is located.
13	Project Location State	Enter the name of the state where the majority of the project work is located.
14	Other Attachments	<p>List other required or optional products or 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) that you will provide to NOAA with this report.</p> <p>When submitting project photographs, attach a summary document that includes photo file name, brief caption, and credit.</p> <p>Final Monitoring Report (as attachment; if applicable)</p> <ul style="list-style-type: none"> • 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 <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>

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NOAA Coral Reef Conservation Program

OBIS-CORP/CRP
2014-2015

Examination Date:
2/1/2015

Item	Data Elements	Instructions
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	<p>NOTE: State and Territory Cooperative Agreement should refer to the "CRCP S&T PPR Narrative Template" to include Programmatic Tasks and additional information as an attachment. Other programs can provide a Word or PDF attachment.</p> <p>For <u>interim</u> progress reports, the Performance Narrative should include a description of project activities and accomplishments that were conducted during <u>the reporting period only</u>, and should contain the following components:</p> <ul style="list-style-type: none"> • Overall short and long-term project goals 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 approved project narrative. • This should include details on the status of all approved activities/tasks (e.g., not started, delayed, on-going, or completed), 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 and how they may be addressed. • 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. • Identification of any issues with implementing best management practices as part of the conducted work. <p>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:</p> <ul style="list-style-type: none"> • Overview of the project objectives including any short and long-term goals, and project background including relevance to NOAA CRCP's Strategic Plan, and how the project is important to a particular species, habitat, or a human use values of a given resource (e.g. commercial, recreational uses, or other ecosystem services). • Overview of the methodologies. Specific monitoring techniques may be provided in greater detail in a separate final monitoring report. • Accomplishments (e.g., results and outcomes). This should include information on 1) any species collected, sample size and amount of samples; 2) type, number and duration of deployed instruments; 3) number of corals treated for disease at each site of treatment; and 4) number and species of coral transplanted. Remember to provide any details needed to explain the project's performance measures (e.g., acres restored). Provide summary of monitoring results, etc. • Description of outreach activities and products including information in participants in activities and distribution of products. • Lessons learned (e.g., best management practices or protocols followed, new techniques tested, innovative partnerships). Also, describe any deviations from original plans and challenges faced.
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		

Performance Progress Report

NOAA Coral Reef Conservation Program

OBIS Control No.
B0000-0700

Expiration Date:
31.03.2025

A.1	Project and Task Number and Title	These projects/tasks are outlined in the approved proposal narrative agreed to by the grantee and NOAA. If overall activities change, please contact your Federal Program Officer to discuss if a change in scope request is appropriate.
A.2	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/not started; Major issues -- Ongoing project with major issues or delays of >6 months (e.g., procurement or personnel issues, a complete redesign of project scope, or project is facing abandonment); Minor issues -- Ongoing project with short-term delays of <6 months (e.g., short-term weather delays, changes in project location/targeted species, or project outcomes needed); On-Track -- Ongoing project that is closely following projected timeline and meeting milestones; Completed -- Project has been successfully accomplished; or Abandoned -- Project is no longer relevant or useful. (NOTE- Projects or tasks that need a change of scope, abandoned, or a rebudget must be communicated to the Federal Program Officer before the reporting period ends to determine how to proceed.)
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, you may include it in your project narrative attachment
Section B. Objectives and Indicators		
B.1	Proj/Task Number	Project and task numbers that correspond to Section A.
B.2	Indicator ID	The indicator is pre-populated by the Program Office based on the objectives identified in the approved award based on the NOAA CRCP Strategic Plan (2018)
B.3	Objective	The objective is pre-populated based on the Indicator ID selected and NOAA CRCP Strategic Plan (2018)
B.4	Indicator	The indicator is pre-populated based on the Indicator ID selected and NOAA CRCP Strategic Plan (2018)
B.5	Supporting Metrics	The supporting metrics are pre-populated by the Program Office based on the Indicator ID selected and NOAA CRCP Strategic Plan (2018)
B.6	Actual Annual Contribution	State the actual amount, condition or status achieved for the previous 12-month period. If an award expires before a full 12 months has passed, state the amount, condition or status achieved since the last annual report.
B.7	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	For each project/task in the approved project narrative agreed to by the grantee and NOAA list anticipated product(s). If the products are anticipated to change, let the Federal Program Officer know.
C.2	Working Title of Product	Enter the working title, if known, of the product outlined in the final proposal narrative agreed to by the grantee and NOAA.
C.3	Type or Format	Enter the expected format for the product submission (e.g., environmental data, publication, or video). Please keep in mind the data compliance and publication sharing requirements outlined in the Specific Award Conditions, and the CoRIS are 508 Compliant requirements for all products.
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 (e.g., pending, in development, submitted) or the date it will likely be or was submitted to NOAA. If available, provide a URL to the product..
Section D. Table of Funding		
D.1	Total Approved Funds	Enter the total amount of NOAA federal and non-federal matching funds budgeted for the entire award period, as stated in the approved grant application or as part of a recently approved budget revision.
D.2	Total Expended Funds (cumulative)	Enter the amount of NOAA federal and non-federal matching expenditures for the entire award period (i.e., project start date to current date), including cash disbursements yet to be reimbursed from the Automated Standard Application for Award Payments (ASAP).

Performance Progress Report

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OBIS Control No.
88-8-4378

Examination Date:
21 + 28 + 2025

D.3	Total Obligated Funds (cumulative)	Enter the amount of NOAA federal and non-federal matching funds obligated for the entire award period, inclusive of total expenditures and unliquidated obligations.
D.4	Total Remaining Unobligated Funds (cumulative)	This is automatically calculated by subtracting D.3 from D1. and equals the total funds that are neither expended nor obligated for the entire award period. These are unencumbered and may be available to be re-budgeted.
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. Also, note if any figures provided in D.2 or D.3 are estimates, and why.