Long Island Sound Agreement Interim Progress Reports

(OMB Control Number = 2090.0038, Expiration Date = 01/31/2028)

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Pennsylvania Ave., NW; Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not s

Instructions:

*Semi-annual progress reports are due to the EPA Project Officer within 30 days of the end of each six month reportin
days of the expiration of the project period. Reports should be submitted in electronic format via email using the* ***pro***
*must be submitted to the EPA Project Officer (specified on your grant agreement). EPA will compile these reports int
reports on the internet. In addition to the excel spreadsheet, please feel free to include any additional useful attachm*
not include any special formatting in the cells. If ordered lists are needed, use semi-colons or commas*. Please fill o
spreadsheet:*

A. EPA Agreement Number – *Include the program code followed by a dash and the 8/11 digit code without any sp
for interagency agreements: DW-XXXXXXXXXX).*

B. Project Title

C. Recipient Organization

D. Contact Name

E. Project Start Date – *The start date of the project, in which the format should be MM/DD/YYYY.*

F. Project End Date – *The end date of the project, in which the format should be MM/DD/YYYY.*

G. Reporting Period – *Please indicate the month and year of the due date of the associated report. For example, C
For final reports, please input Final as the reporting period.*

H. Report Type – *Please indicate the report type (Semi-Annual or Final).*

I. Project Description - *Provide a brief overview of the* ***project****, including a reiteration of the goals and objectives
implications of your work. This should be the same for all of your rows as it is specific to the project, not for each del*

J. Narrative Summary of Project Progress - *Briefly describe project progress during the reporting period in accom
creating an RFP, selecting a contractor, conduct grant reviews, etc. Specific metrics not included in the drop-down lis
column can be related to the entire project (and therefore be copied for all rows), or deliverable/output specific.*

K. Deliverable/Output - *Identify any major tasks, products, or activities that are or will be completed to reach pro
planned activities or events (e.g., press events, workshops, conferences, training sessions, webinars etc.) or presenta
deliverable/output should have their own cell/row. Examples: Construction of a fish ladder, development of a comm
infrastructure, etc.*

L. Timeline - *Please list the expected completion date for each deliverable/output.*

M. Quantity of Metric – *Please list the quantitative number associated with the identified metric in column N.*

N. Metric – *Select only **one** metric most applicable to your deliverable/output from the drop down menu. Each cel*
metric. To view the list of metrics and their associated definition, please refer to the "Metric List" tab. If there are no
deliverable/output, please select "N/A". If you feel the metric should be highlighted in the report, please mention it i
*(column J). *Note: The metric should be related to the **current reporting period**. For example, if you hosted a webin*
on those individuals; rather than reporting on the total amount of individuals reached for the total 3 webinars held t
report, the metrics will be cumulative.

O. Link to Comprehensive Conservation and Management Plan (CCMP) Actions - *Each deliverable/output AND ass*
*Actions. Please list up to **3 of the primary Actions** (e.g., WW-1, WW-2) associated for each deliverable/output AND*
have more than one action, please copy down the previous fields for each row (i.e., there should only be one action i
Number (i.e., no associated text).

P. Funds Allocated – *Please divide the total amount spent on the deliverable/output by the number of implement*
example, if it costs $100,000 to construct a fish ladder and there are 2 associated Implementation Actions with that
costs $600,000 to fund a staff position with 4 outputs, each associated with 3 Implementation Actions (therefore hav
*each row would be $50,000. **This should be consistent throughout your project period**, however if funds allocated t*
then reflect that change here and in Column P – Challenges or Changes.

Q. Project Progress – *Please indicate the progress of the **project** (None, On-track, Off-track). This should be the sa*
project, not for each deliverable/output.

R. Challenges or Changes - *Address difficulties you have encountered in carrying out this **project**, any slippages in*
remedial actions (to be) taken. Describe any funding issues that have affected your progress toward stated goals and
to be made or have been made to the budget. Pay particular attention to percent of fund remaining against percent
changes to the submitted work plan (e.g., aims of the projects, participants, budget, etc.), please indicate here. This
is specific to the project, not for each deliverable/output.

S. Quality Assurance - *If applicable, address how the requirements of the Quality Assurance Project Plan are being*
rows as it is specific to the project, not for each deliverable/output.

Long Island Sound Agreement Interim Progress Reports -- Template

EPA Agreement Number	Project Title	Recipient Organization	Contact Name

:

Project Start Date	Project End Date	Reporting Period	Report Type	Project Description

Narrative Summary of Project Progress	Deliverable/Output	Timeline

Quantity of Metric	Metric	Link to CCMP Implementation Action

Funds Allocated	Project Progress	Challenges or Changes	Quality Assurance

Long Island Sound Agreement Interim P

Theme
Clean Waters and Healthy Watersheds
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Sustainable and Resilient Communities
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All

rogress Reports -- Definition of Terms

Metrics
square feet of bioretention
square feet of imperviousness removed
square feet of green infrastructure
square feet of native garden installed/planned
BMPs delivered
gallons of stormwater prevented
pounds of nitrogen prevented
pounds of marine debris removed
pounds of marine debris prevented
miles of clean-ups
monitoring events
monitoring groups
sets of data collected
monitoring devices deployed
number of estuarine models
number of watershed models
number of groundwater models
systems installed (nitrogen-reducing)
linear feet of living shoreline installed
living dock(s) installed
acres of invasive controlled/removed
acres protected
acres reduced disturbance of Species of Greatest Conservation Need
acres restored - coastal forest
acres restored - dunes
acres restored - freshwater wetlands
acres restored - salt marsh
acres restored - upland area
acres restored - lake habitat
acres restored - riparian buffer
acres restored - eelgrass
miles of riverine migratory corridor
dams removed
fish ladders installed
new communications, outreach, and engagement materials developed
new targeted communications, outreach, and engagement materials developed in multiple languages

materials developed and disseminated
handbooks, manuals, or guides developed
newsletters or other communications products to targets audiences
new print materials developed and distributed
new web pages and updated web pages for the general public
tools developed and disseminated
plan
report
presentation
round tables conducted/target audiences consulted
media outlets sharing LISS and partner developed stories
in-person events that promote the Sound
audiences reached
new affinity and community group leaders engaged
collaborative community engagement meetings
volunteers participating in stewardship programs or events
individuals reached
people using/accessing Sound resources
students/youth participating
resource programs developed or conducted
recreation programs shared or developed
trainings/education events developed or conducted
trainings/education events participants
public access sites
financial or technical assistance provided to communities
behavior change campaigns developed/distributed
behavior change strategies, messages, and materials created, distributed, and referenced
pledges
new stakeholders
proposals received/applicants
workshops
partners engaged
professionals engaged
stakeholders engaged
governments engaged
papers published/publications

N/A

Definitions
self explanatory
self explanatory
self explanatory
self explanatory
Best Management Practices delivered/implemented
self explanatory
self explanatory
marine debris removed via clean-up
marine debris prevented via source reduction, planning, education
self explanatory
self explanatory
self explanatory
self explanatory
self explanatory
self explanatory
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self explanatory

any materials not NEW, but have been developed and disseminated
A little more specific compared to materials, this should be used when a product is designed to provide guidance to an audience
Can include social media posts
self explanatory
self explanatory
A product that is intended to be used by a specific user group to get information or make more informed decisions
Any deliverable resulting in a plan including Quality Assurance Project Plans (QAPPs)
self explanatory
self explanatory
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self explanatory
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self explanatory
self explanatory
self explanatory
self explanatory
self explanatory
self explanatory
Meaningful assistance provided to communities/municipalities
self explanatory
self explanatory
Pledges related to behavior change campaigns
self explanatory
self explanatory
self explanatory
self explanatory
self explanatory
self explanatory
self explanatory
self explanatory

In Tracking and Reporting Tool, this will be converted into a blank cell