



Performance Progress Report Guidelines

Coastal Management Program Annual Awards (Sections 306, 306A, 309, and 310) and Projects of Special Merit

Introduction

NOAA's Office for Coastal Management provides this guidance for the submission of performance progress reports for financial assistance awards under Sections 306, 306A, 309, and 310 of the Coastal Zone Management Act of 1972, as amended (CZMA). NOAA uses the information contained in these brief performance progress reports to determine adherence by state, commonwealth, and territory coastal programs ("Coastal Programs") to the terms of financial assistance awards; compliance with grant tasks; adherence to the approved management program and plan; progress on Section 312 evaluation necessary actions or program suggestions; and the extent to which the coastal program is addressing management needs identified in Section 303(2)(A) through (K) of the Coastal Zone Management Act.

Under the Chief Financial Officers Act of 1990 (CFOA), the files of all federal agencies, including those of NOAA, are subject to annual CFOA audit. These audits include a determination as to whether federal grant files contain up-to-date financial reports and performance progress reports from recipients. If grant recipients have not submitted timely performance progress or financial reports as required by the Terms and Conditions of the award, NOAA

- cannot issue new grant awards,
- cannot approve post-award actions, and
- must deny access to funds under all financial assistance awards to that recipient.

The goal of NOAA's Office for Coastal Management and Grants Management Division (GMD) is to reduce the amount of paperwork required and staff time necessary to prepare and process performance progress reports while still providing essential information.

General Reporting Requirements

Reporting Frequency

Performance progress reports are divided into four sections: Section A (status of award tasks), Section B (status of program implementation activities), Section C (success stories), and Section D (table of funding). For each open financial assistance award, coastal programs are required to submit performance progress reports semiannually beginning from the start date of the award. Coastal programs must include Section A in every performance progress report and describe work performed under that award. Section B should only be reported in the performance progress report for the most recent award and should cover work performed under all open awards. Section C should also only be reported for the most recent award and should showcase recent accomplishments of the coastal program. Coastal programs should not submit quarterly performance progress reports. Some coastal programs require quarterly performance reports from their subawardees, and NOAA leaves this decision

to the coastal program; however, these quarterly reports should not be sent under separate cover to NOAA. Instead, subawardees' quarterly reports should be summarized in the semiannual performance progress report.

Reporting Deadline

Performance progress reports must be submitted no later than 30 days after the end of the performance period in order to ensure compliance with NOAA Standard Terms and Conditions and the Chief Financial Officers Act of 1990.

Electronic Reporting

All NOAA awards are deployed to NOAA's online grants management system, eRA Commons; therefore, all coastal programs must use eRA Commons to submit their performance progress reports and, to the extent possible, associated work products. As there is only one module in eRA Commons for each report, all sections of the performance progress report and the associated work products must be submitted together. Also, in eRA Commons, performance progress reports are submitted in affiliation with a specific award. Thus, consolidated reports for all open awards are not feasible, and coastal programs must submit a separate performance progress report for each open award.

Performance progress reports and work products should be submitted in either Microsoft Word or Adobe PDF format. In the eRA Commons Term Tracker module, coastal programs can attach a Word or PDF file of the performance progress report. Individual task reports and report sections should be compiled into one comprehensive file. All work products available in electronic format should also be submitted as attached files with the performance progress report. Individual work product attachments should have a filename that clearly indicates the task with which it is affiliated.

The Office for Coastal Management recognizes that it may not be possible to submit all work products electronically (e.g., videos, education posters). In these cases, work products can still be submitted in hard copy directly to the state's management liaison and, if publicly available, include the URL within the report. Please ensure the product is identified by grant, task number, and performance period so the report it is associated with is clear. Only one copy is needed. A step-by-step guide to submitting performance progress reports in eRA Commons is in appendix D.

Last Performance Report

For Coastal Management Section 306/306A/309/310 awards, a comprehensive *final* report, covering all tasks over the life of the award, is not required. Instead, the Office for Coastal Management requires that the final report only cover open tasks and activities, clearly indicating when those tasks and activities are completed (after which it is no longer necessary to report on them). The Grants Management Division has concurred with this decision.¹ The eRA Commons system will establish a due date for the final performance report. In most cases, the final performance report will be due 120 days after the close of the final performance period. The final performance progress report should be labeled as the final report for that award. However, please note that Project of Special Merit awards require a comprehensive final report in addition to a last performance report. Please see appendix E for additional information.

¹ Memorandum between Uravitch and Litton, "Final Performance Report Waiver, December 28, 1998.

Note: eRA Commons was a new system in FY2024, and the migration of legacy awards from the previous system, Grants Online, may not have transitioned all key personnel and award conditions properly. Your organization should receive Performance Progress Report reminder emails. If this is not the case, staff may not be properly assigned in the system, and your state's management liaison should be contacted to confirm whether an eRA revision request or help desk ticket is necessary.

Final Financial Reports

After coordinating with the financial office on financial report requirements and before submitting the final performance progress report, coastal programs should ensure that financial reports are up-to-date and a final funding drawdown was made through the U.S. Department of the Treasury's Automated Standard Application for Payments (ASAP) system. In the final progress report, coastal programs must include the following caption as a stand-alone paragraph: *Final financial reports have been submitted to NOAA's Grants Management Division via eRA Commons, and a final funding drawdown has been made through the Automated Standard Application for Payments (ASAP) or, alternatively, Final financial reports will be submitted to NOAA's Grants Management Division via eRA Commons, and a final funding drawdown will be made through the Automated Standard Application for Payments (ASAP) by [insert date].*

Specific Award Conditions

Coastal programs should ensure that all specific award conditions are satisfied by the end of the award. If there are outstanding award conditions, please upload the appropriate documentation to the terms and conditions module. If all required documentation has been submitted, please upload a short document to the eRA Commons closeout module that indicates all award conditions have been met.

Note: eRA Commons was a new system in FY2024 and, as such, the procedure for submitting final progress and financial reports is subject to change as the system continues to be refined. Please always refer to the most recent guidance from your site liaison as you prepare to submit progress and financial reports.

Reporting on Equipment and Real Property

Equipment or supplies purchased at a cost of \$5,000 (\$10,000 for funds received after October 1, 2024) or greater (per unit value for equipment, in total aggregate for supplies) must be inventoried in the final progress report by completing Standard Form 428 (SF-428). For any equipment (unit) or unused supplies (in total aggregate) with a fair market value exceeding \$5,000 (\$10,000 for funds received after October 1, 2024) with which the recipient expects to continue use for project purposes, an additional disposition request form (SF-428C) must also be provided, or a proportion of the fair market value must be returned prior to submittal of the final Federal Financial Report (FFR recipients must report on equipment, supplies, and real property at a cost of \$5,000 (\$10,000 for funds received after October 1, 2024) or greater purchased by any subrecipients or if equipment was obtained from a federal agency. More guidance on property definitions and forms is posted at <http://coast.noaa.gov/funding/forms.html>.

Coastal programs must also briefly address any significant equipment issues, including how the equipment will be used after the project ends.

Award recipients who requested funds for real property, including land acquisition, must submit Standard Form 429 (SF-429) with the final performance progress report. Long-term reporting on the status of real property acquired using award funds is also required under 2 CFR § 200.330. Recipients must submit an updated SF-429 to NOAA once every five years for all real property acquired using award funds. Submission of the SF-429 is not completed through eRA Commons; rather, updated SF-429s should be submitted to ocm.landconservation@noaa.gov. If the property is no longer needed for its originally authorized purpose, the recipient must request disposition instructions from NOAA.

The Federal Funding Accountability and Transparency Act

Public Law 109-282, the Federal Funding Accountability and Transparency Act of 2006 (FFATA), as amended, requires disclosure of all entities and organizations receiving federal funds through a single publicly accessible website, USASpending.gov. Cooperative agreement recipients (prime recipients) are responsible for reporting on subawards equal to or exceeding \$30,000 in federal funding, as well as executive compensation, where applicable. A prime recipient is required to report subawards where the obligations are equal to or exceed \$30,000 in federal funds into the System for Award Management (SAM.gov). If a subaward is initially funded at less than \$30,000, the prime recipient is not required to report the subaward to the System of Award Management. However, if the prime recipient subsequently provides additional funding to increase the subaward amount to \$30,000 or more, the subaward must be reported in the system. Recipients are required to report executive compensation for their own organization and for subrecipients if more than 80 percent of the entity's gross revenues are from the federal government and those revenues are more than \$25 million in the preceding fiscal year. For additional information regarding FFATA reporting requirements, including details regarding executive reporting requirements, please review the Department of Commerce Terms and Conditions included with the notice of award.

Coastal Zone Management Act Performance Measurement System

Congress directed NOAA to design and implement a performance measurement system to demonstrate national effectiveness in meeting the goals of the Coastal Zone Management Act (CZMA). The CZMA Performance Measurement System was developed in cooperation with coastal programs to report performance measures at the national level. Guidance for the CZMA Performance Measurement System is issued separately, and coastal programs are required to submit performance measure data annually according to that guidance. CZMA Performance Measurement System data is used in combination with examples of program successes reported in Section C to communicate to partners and interested parties, including Congress, the importance of the National Coastal Zone Management Program. The data is also used to inform program management decisions.

Coastal programs are encouraged to include a task or subtask in their awards related to implementation of the CZMA Performance Measurement System. Progress and implementation issues can then be reported for that task or subtask in Section A of performance progress reports. In addition, the Office for Coastal Management will continue to work with coastal programs to improve and streamline the CZMA Performance Measurement System, as appropriate.

Performance Progress Report Sections

This guidance provides descriptions, examples, and a format for information submitted in performance progress reports. Specific inconsistencies between the Office for Coastal Management's reporting requirements and state reporting systems should be resolved by the state program managers and the appropriate NOAA site liaison. Coastal programs are encouraged to make these reports as concise as

possible. Narrative discussions can be particularly brief in cases where attachments (contracts, work products, meeting minutes, publications, public notices, etc.) provide a clear indication of progress. However, coastal programs must ensure sufficient information is available for all tasks (including subawards) to document submissions and provide accurate information regarding each project's status, including any substantial delays or milestones reached. Attachments may include reports prepared for internal office purposes, reports prepared by the coastal program agency, or other statewide reports. Refer to appendix A for examples.

Project of Special Merit Progress Reports

Projects of Special Merit are selected competitively and awarded as individual agreements, separate from the state's annual coastal management cooperative agreement. Therefore, progress reports for these awards should be submitted and affiliated with the individual Project of Special Merit award rather than the annual cooperative agreement. Please see appendix E for additional guidance specific to Project of Special Merit reports.

Progress Report Notifications

Coastal programs are required to keep their eRA Commons award profile up-to-date for its recipient administrator, signing authority, and principal investigator (PI). Coastal programs have the option to add any additional key personnel, such as business or financial representatives.

Note: eRA Commons notifications of progress report deadlines, report reminders, and special award condition satisfaction deadlines are sent to the principal investigator. eRA Commons provides automated advance notifications of financial report deadlines, and report reminders are sent to the recipient's business and financial representatives.

Consequences of Delinquent Performance Progress and Financial Reports

NOAA requires timely submission of reports from cooperative agreement recipients. For this reason, eRA Commons sends automated messages to recipient personnel in each award profile when a progress report is delinquent by one day or more or when a financial report is delinquent by two days or more. These messages state

The Grants Officer, in consultation with the Program Office, is authorized to take appropriate actions if recipients fail to meet their obligations under awards. Each grant and cooperative agreement includes a provision for suspension or termination of the award due to failure to submit required reports, deficient project performance, poor financial management, nonpayment of accounts receivable, or other issues related to noncompliance or deficiency. Enforcement actions may include but are not limited to written correspondence delineating needed actions (this notice); suspension of payment, suspension of the award, or termination of the award; or debarment and suspension of the recipient pursuant to 15 CFR Part 26 or 2 CFR § 200.339 Remedies for noncompliance and 2 CFR § 200.340 Termination. See 15 CFR § 14.62 and 15 CFR § 24.43 more specifically, as applicable.

eRA Commons sends notices to recipients with delinquent progress reports until the delinquency is resolved. NOAA officials, including the federal program officer and the line agency's Grants Management Advisory Representative, are copied in messages about delinquent reports. The signatory authority, sometimes called the signature or signing authority, and the principal investigator are also copied in these messages. If the report remains delinquent, the federal program officer will notify the OCM program manager and/or Business Operations Division about the delinquency. If the recipient is late by 15 calendar days or more, the Office for Coastal Management may request suspension of the recipient's ASAP funding drawdown permissions (i.e., suspension of payments) by the Grants Management Division.

Content of Performance Progress Report

Performance Progress Report Title

Please include the following information in the title or on a cover page of the report:

Performance Progress Report for State Cooperative Agreement No.: NA24NOSX419CXXXX
for the Period from _____ to _____

Section A: Progress and Status of Award Tasks

Section A is reported semiannually for each open award and describes the status of each Section 306, 306A (if applicable), 309, and 310 (if applicable) cooperative agreement task and relevant special award conditions.

The report must provide NOAA with a clear and detailed understanding of the accomplishments under each task during the performance period. It must also be informative enough to give NOAA preliminary notice if revisions to a task or the award may be necessary due to problems encountered. However, describing potential award changes in the performance progress report does not replace the need to formally request such changes.

Section A should be organized in the following format for each task:

1. Task number and title, as written in the award application.
2. Status of associated special award conditions.
3. Description of implementation progress (e.g., activities, key meetings held, permits processed, contracts or work products completed, and summaries of findings for studies). Note why these achievements are important (i.e., what's the impact?)
 - a. For each 309 task, describe progress in achieving program changes as identified in the coastal program's approved Section 309 Assessment and Strategy.
4. Status and description of task milestones or outcomes completed. If required work products, outcomes, or deadlines are not due for a task during the reporting period, the narrative should describe progress in achieving these outcomes.
5. If environmental data was created or collected through the award, the final report should describe how the data has been made accessible to the public, including a description and link (if available) to the data archive site, as appropriate.
6. Status of task as either "not started," "in progress," "not on schedule," or "completed" (including date of completion). If the status is either "not started" or "not on schedule," an explanation should be included with plans to complete task outcomes.

Section B: Status of Section 312 Evaluation Progress, State Permits, Federal Consistency, and Program Changes

Section B reports should only be submitted with the performance progress report for the most recent award. Section B describes the work performed under all open awards directly related to coastal program implementation regarding (1) Section 312 evaluation progress; (2) permit administration, monitoring, and enforcement; (3) federal consistency; and (4) program changes. Information reported under these topics should include sufficient detail to provide a clear understanding of the major activities, problems, controversies, and accomplishments during the performance period. Section B.1, *Section 312 Evaluation Progress*, should be reported annually. All other parts of Section B should be reported semiannually.

In the case of Sections B.2 and B.3, coastal programs should submit quantitative information in chart or tabular form and narratives that briefly describe the most significant aspects of the reporting elements (example charts are provided in appendix B). Coastal programs may use existing state reporting mechanisms to provide the requested tabular data as long as the required reporting information is provided. When a topic area in Section B is also a grant task (and therefore reported under Section A), it is not necessary to repeat the same information in Section B, as long as all required information is provided. The following paragraphs provide a more detailed description of information to be reported under each topic of Section B.

Section B.1: Section 312 Evaluation Progress

Section B.1a describes status and progress in meeting any *necessary actions* or *program suggestions*² or *recommendations* identified in the most recent Section 312 evaluation findings. Coastal programs must address any necessary actions in the evaluation findings, but addressing recommendations is not mandatory.

This section must be detailed enough to provide NOAA with a clear understanding of accomplishments that address each necessary action or recommendation during the performance period. This section should also give NOAA preliminary notice if the coastal program is not on schedule to meet the requirements of a Section 312 necessary action. NOAA recognizes that not every necessary action or recommendation will have activities to report during every performance period. If no activity occurred, simply indicate the status in the narrative. If a coastal program has considered a recommendation but has determined it will not implement the recommendation, the status should be labeled “closed” in Section B.1.a.4, and an explanation should be included as to why the program chose not to implement the recommendation.

If it is anticipated that a necessary action deadline cannot be met, a discussion with the site liaison can help determine if a deadline extension request should be submitted to the Office for Coastal Management.

² The term *program suggestion*, which was formerly used during the Section 312 evaluation process, has been replaced by the term *recommendation*. While some coastal programs are still reporting on “program suggestions,” the term *recommendation* will be used here and going forward to denote either a “program suggestion” or “recommendation.”

Section B.1a should be organized in the following format for each necessary action and recommendation:

1. Text of recommendation or necessary action, including identification as a necessary action or recommendation.
2. Description of progress in meeting the requirements of the necessary action or recommendation.
3. Deadline(s) for necessary action(s), if established in the Section 312 evaluation findings.
4. Status of completion as either “not started,” “in progress,” “not on schedule,” or “completed” (including date of completion). If the status is either “not started” or “not on schedule,” an explanation should be included with plans to address requirements.

Section B.1b. During the 2022 fiscal year, each coastal management program identified three performance measures associated with five-year targets. A five-year target for federal Fiscal Years 2023–2027 should be identified for each of the three measures. Data collection for the next five-year evaluation metrics will cover the time period from July 1, 2023, to June 30, 2028, or from October 1, 2023, to September 30, 2028, consistent with award start dates. Reporting for the next five-year evaluation metrics will start either July 1, 2024, or October 1, 2024, respectively.

Note: Evaluation metrics no longer need to be reported separately in an annual progress report. The Office for Coastal Management is collecting the data from the CZMA Performance Measurement System database.

Section B.2: Permit Administration, Monitoring, and Enforcement

Section B.2 includes quantitative summary data on the total number and type of coastal program–mandated permit applications received, issued, or denied for core programs. This section also includes a brief description of any major ongoing issues, controversial development projects or permit applications, significant violations detected and their resolution, and other enforcement actions. News clippings, memos, or relevant materials may be appended to support abbreviated summaries for highly controversial projects. If an item was discussed in previous reports, update this information as necessary.

In addition, describe the coastal program’s efforts to monitor activities of other state or local agencies (networked or otherwise); identify accomplishments or challenges related to ensuring agency compliance with the approved coastal program; and—where necessary—discuss actions to bring these agencies into compliance. Coastal programs that are unable to provide information for one or more of these categories should discuss the matter with its OCM site liaison.

Section B.3: Federal Consistency

Section B.3 includes both charts and narrative information that describe federal consistency reviews and activities during the performance period. The narrative report should briefly describe, in case study format, significant consistency reviews, specific examples of controversial projects, the type of project modifications required to meet consistency provisions, and important consistency negotiations during the reporting period.

The narrative should also report on efforts to improve the consistency review or coordination process (i.e., to develop regulations, guidelines, or other advisory materials). Internal reports or other relevant materials that address these issues may be attached in lieu of additional narrative in the performance progress report.

Section B.4: Program Changes

Section B.4 briefly summarizes significant or developing changes to a program's authorities or organizational structure that may affect the federally approved coastal program in order to provide preliminary notice to NOAA of program change activities. Example activities include changes in core program authorities (statutes, regulations, policies), changes in organization or coordination agreements, approval of local coastal programs, and designation of special management areas. Development of any potential new authorities, programs, or agreements for which the coastal program may seek incorporation should also be discussed, and any plans to submit a draft or formal program change should be noted. If no program change activities have occurred during the reporting period, a statement should be included to that effect. This report is not a substitute for a draft or formal submission to NOAA of such program changes pursuant to 15 CFR § 923 (H).

Section C: Success Stories

Each semiannual performance progress report for the recipient's most recent award should include Section C. This section is used to gather short stories about accomplishments achieved with CZMA funding, but that funding need not be from an open award. NOAA uses these stories to demonstrate and communicate the effectiveness and value of the National Coastal Zone Management Program through congressional testimony, websites, media stories, fact sheets, and other mechanisms. The focus is significant program accomplishments, including those that may have taken several years to come to fruition. A coastal program, for example, may have provided community, technical, and financial assistance two years ago, yet the resulting community ordinance was only recently adopted. Or, as another example, perhaps the program developed post-disaster response guidance a few years ago, but the value of that guidance became particularly obvious after a storm. The focus should be on *impact*.

Coastal programs must submit content highlighting at least one success story and can submit content for more than one. For each story, coastal programs provide basic information that NOAA can adapt for various uses. A story template is provided below.

Coastal programs have considerable flexibility in choosing Section C examples and are encouraged to use the six focus areas from the CZMA Performance Measurement System: government coordination, public access, coastal habitat, coastal water quality, coastal hazards, and coastal community development and coastal-dependent uses. Other suggested focus areas are the coastal program's role or state's accomplishments in areas such as federal consistency, legislative or regulatory improvements, state or regional coordination, and conflict resolution.

In addition, story elements that demonstrate the following are encouraged:

- Addressing a coastal issue and the impact (not the plan and anticipated results)
- Showing partners working together
- Containing quantifiable numbers (e.g., dollars saved) or superlatives (e.g., biggest, worst, best, first)
- Being particularly different, new, or groundbreaking

- Including a testimonial
- Connecting to a NOAA priority such as place-based conservation, coastal resilience, coastal intelligence (i.e., information for decision-makers), green infrastructure, or the coastal economy

STORY TEMPLATE

THE PROBLEM: [Provide a brief description (1–3 sentences) of the problem addressed by the coastal program.]

THE FIX: [Provide a brief description (1–4 sentences) of how the coastal program addressed the problem.]

THE IMPACT: [Provide a brief description (1–3 sentences) of the impact made by the coastal program’s efforts.]

MORE INFORMATION: [If available, provide a link to online information, or provide the title of offline document(s) and instructions about how to obtain them.]

PARTNERS: [List any partners that the coastal program worked with to achieve this accomplishment.]

CONTACT: [Provide the name, phone number, and email address for a coastal program contact who could provide additional information about this achievement, if needed.]

Examples of Section C success story submissions are provided in appendix C.

OMB Control #0648-0119, expires 11/30/2026. The Office for Coastal Management requires this information to report progress in relation to projected work schedules and stated objectives. The data will be used to assure compliance. The public reporting burden for this collection of information is estimated to average 27 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Joelle Gore, Chief, Stewardship Division, NOAA Office for Coastal Management, 1305 East-West Highway, 10th Floor, Silver Spring, Maryland 20910. This report is required authorized under 25 CFR § 200.328. Information submitted will be treated as public record. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, collection information subject to the requirements of the Paperwork Reduction Act, unless that collection displays a currently valid OMB Control Number.

APPENDIX A

Section A: Section 306, 306A, 309, and 310 Tasks Status

'STATE' COASTAL MANAGEMENT PROGRAM

FY2024 AWARD NA24NOSX419Cxxx

July 1, 2024 – December 31, 2024 (1st Semiannual Report Period)

Task 306-1—Program Administration: No special award conditions.

The two staff funded under this task continued to oversee and implement a number of the major implementation activities as outlined in our grant. In the fall, contracts were executed for the local pass-through projects once we received notification via eRA Commons that the award had been approved. The Program also hosted a workshop for potential grant applicants in the upcoming year in advance of the RFP due date of December 1. Staff reviewed the proposals and made preliminary selections of eligible projects. These will be forwarded to NOAA in the draft application due in March. Staff monitored the activities of the state legislature with respect to bills being considered that could impact the coastal program. Technical reviews were conducted for two pieces of proposed legislation (described further in our Section B report). The updated Memorandum of Agreement between the Coastal Resources and the Water Quality Divisions was finalized and signed in December; a copy is included in Attachment 306-1. Staff continued to participate in the state dredging management work group and attended three meetings during the reporting period. Copies of the month-by-month program reports prepared for our department head are also included in Attachment 306-1 to provide additional detail regarding staff and program activities.

Task Milestones or Outcomes Completed:

- Local FY2024 Grant Workshop held August 15, 2024
- FY2011 subaward contracts completed September 1, 2021
- MOA between Coastal Resources and Water Quality Divisions finalized on December 3, 2024

Task Status: In progress; on track to be completed by June 30, 2025

Task 306-2—Permit Administration and Federal Consistency: No special award conditions.

Staff working under this task are responsible for administering the CZM Program's three major permitting programs. During this reporting period, staff reviewed 84 development projects. Of these, 12 were major, 11 were local, and 19 were federal actions. A complete summary of permit and consistency activities can be found in the tables in Section B. Seven sites were visited to assess potential impacts to wetlands. Staff also conducted six meetings with applicants to explain the consistency review process. Included in Attachment 306-2 are copies of significant consistency determinations and water quality certifications, as examples of ongoing project review activities. One appeal was filed during this reporting period; a hearing has yet to be scheduled. Copies of two final decisions for appeals that were issued in this period are also included in the Attachment.

Task Milestones or Outcomes Completed:

- Task outcomes are ongoing

Status: In progress; on track to be completed by June 30, 2025

Task 306-3—Wetland Mitigation Study: No special award conditions.

The final version of the wetland mitigation study entitled “Saltwater Marsh Mitigation in Silver Bay,” was completed in November, and the CZM Program is preparing to release the results during the next reporting period. The next task progress report will include a summary of major findings from this study. To summarize, the study evaluated the relative success of 15 compensatory wetland mitigation projects performed from 2013–2015 around Silver Bay and recommended changes to the program’s mitigation criteria and standards and tracking database. Although the study began late due to heavy rains in the spring, the study team was able to meet the planned target date for completion of the report. The Program will begin to evaluate the steps necessary to implement the proposed changes in the next reporting period. A copy of the study is included as Attachment 3.

Task Milestones or Outcomes Completed:

- Saltwater Marsh Mitigation in Silver Bay report published and distributed in November 2024

Status: In progress; on track to be completed by June 30, 2025

Task 306-4—Technical Assistance to Local Governments for Inspection Staff: No special award conditions.

Contracts were executed for three of the cities identified in our application, and they have begun work. The fourth, Washington, had to be canceled owing to an inability to come up with the required match. A request to NOAA to reprogram the approximately \$25,000 in federal funds to a different locality or another task will be submitted during the next reporting period.

Task Milestones or Outcomes Completed:

- Finalized contracts for 3 of 4 cities targeted by this task

Status: Not on track; Subaward to one community was not completed and will be reprogrammed to a different locality to accomplish task outcomes

Task 306A-1—Acorn Park Fishing Pier: Special award condition met: Title Opinion and Checklist submitted October 10, 2024.

This task has fallen 3 months behind schedule as the recipient was restricted from starting work on the project because they had not submitted a title opinion and project checklist. These documents were received in October and forwarded to NOAA immediately. The signed checklist was received from NOAA in November. The recipient anticipates being able compress the construction schedule so as to still complete the project within the original 18-month award period.

Task Milestones or Outcomes Completed:

- Finalized contract with city

Status: Not on schedule; contract with subawardees has been finalized with a compressed construction schedule for completion by June 30, 2025

Task 310-1—Development of New Setback Regulations: No special award conditions.

Work is progressing on schedule for this task, which relates to the Sect. 310 Hazards strategy to establish new setback regulations for development in beach and dune habitat. The interagency work group met twice during the reporting period; the second time to finally come to agreement on the new proposed setback distance. Consensus was reached in part based on the Division's completion of the new erosion rate calculations and shoreline change maps. Once a decision was made, staff were able to finalize the proposed rule language. The language will be presented to the Commission for consideration at their next quarterly meeting in March. Barring any complications, the rules should be adopted by fall 2020, as planned. Subsequent to that, the rules will be submitted to NOAA as a routine program change. A copy of the draft rules highlighting the revisions is included as Attachment 4.

Task Milestones or Outcomes Completed:

- Held 2 interagency work group meetings
- Issued new erosion rate and shoreline change maps
- Completed draft rules for interagency comments

Status: In progress; on schedule for completion by June 30, 2025

APPENDIX B

Section B: Status of Section 312 Evaluation Progress, State Permits, Federal Consistency, and Program Changes

Section B: FY2024 AWARD NA24NOSX419Cxxx July 1, 2024 – December 31, 2024

B.1: Status of Section 312 Evaluation Progress

Necessary Action: *Program Changes: Program must submit all outstanding program changes within six months of receipt of final evaluation findings issued on October 15, 2013. Following submission of all outstanding program changes, program must work with their Office for Coastal Management program liaison to develop a schedule for submitting future program changes on a regular basis. Program will provide semiannual updates to NOAA describing progress in addressing this Necessary Action”.*

Program has established a work group to hold regular meetings to review program change needs and develop regular requests. Staff will use the program change reporting section provided within Section B reports to submit a semiannual program change approval request. Beginning with the next Section B report, all program changes for the performance period will be formally submitted to NOAA. On Dec. 11, 2024, staff submitted to NOAA a draft program change document for comment and review to ensure that the product meets expectations.

Deadline: June 30, 2025

Status: In progress; on schedule to meet deadline

Program Suggestion: To accelerate efforts to incorporate its coastal hazard planning measures into state and local-level decision-making process.

RESPONSE – In addition to legislative initiatives, the Program has developed mapping applications to provide centralized access to coastal data and mapping tools to visualize, share, map, and analyze data needed to assist coastal hazard planning and has increased the availability of technical and financial assistance to local communities. The Program completed development of wetland adaptation area data, made available through the Coastal Atlas, to incorporate wetland habitat and coastal hazard planning measures into state land conservation decision-making processes and deliver the information to local communities to help inform local land planning efforts.

To enhance the delivery of technical assistance to coastal community partners related to coastal hazards, sea level rise, and coastal hazards adaptation, the Program refocused its annual grants and funding assistance program (to better serve on-the-ground community needs). The Program now advances adaptation by helping communities assess vulnerability, identify how to address gaps, and fund projects to implement changes that reduce vulnerability.

These accomplishments have accelerated efforts to incorporate coastal hazard planning measures into state and local-level decision-making processes.

Status: Completed

Section B.2: Permit Administration, Monitoring, and Enforcement

Permit Administration: The coastal program did not receive any unusual or controversial permit applications during the performance period. A summary of the total permits filed, issued, and denied are categorized by core coastal program and attached in Chart 1.

Monitoring State Consistency: The mitigation work group for state and local agencies held its annual mitigation review meeting on September 15, 2024. During the meeting, agencies reviewed state and local tidal wetland and beach/dune permits issued with mitigation requirements for adherence with coastal program policies. The work group found that all mitigation requirements adhered to coastal program policies. However, the work group agreed to update technical guidance related to “in-kind” mitigation.

Enforcement: The program obtained a favorable ruling regarding its authority to order the removal of houses on the public beach under the state Open Beaches Act (OBA), NAT. RES. CODE §§ 61.001-.026, and state law authorizing removal orders for unauthorized structures on state-owned submerged land, NAT. RES. CODE §§ 11.012(c), 11.041, 11.077, 51.302.

Severance v. State Commissioner, Cause No. 4:06-CV-2467, U.S. District Court, Southern District of State. Person x, a California resident, purchased three houses in ‘city’ that were on the public beach. Through the Pacific Legal Foundation, a property rights activist group, person x filed a federal lawsuit against the state commissioner in his official capacity, claiming that the possibility of enforcement of the Open Beaches Act through litigation for removal violated their constitutional rights. Person x argued that the imposition of the “rolling beach easement,” which put the house on the beach, is a governmental taking of property for public use without just compensation. In May 2024, a United States district court judge granted the state’s motion to dismiss person x’s claims on a number of grounds. Person x appealed the district court’s dismissal to the U.S. Court of Appeals. Briefing is complete. Oral argument has not yet been scheduled.

Section B.3: Federal Consistency

The coastal program reviewed 108 federal permit and license applications, of which nine were above the Program’s established thresholds. The average time taken to review federal permit and license applications was twelve days. A summary of federal consistency reviews is given in Chart III, “Federal Licenses and Permits.”

The U.S. Fish and Wildlife Service contacted the coastal program to enter into early coordination discussions regarding the issuance of new maps for the Coastal Barriers Resources System in the state's coastal zone. Regular meetings have been scheduled for the next 6 months to coordinate this initiative.

In respect to permit streamlining, the program was informed at a meeting in July that the state has agreed to assume permit evaluation of the USACE pier General Permit. A transfer timeline had not been identified as of this writing. Additionally, the program was informed that the USACE plans to monitor usage of the boat ramp GP for specific bay systems before determining whether to offer permit evaluation responsibilities to a state agency. The program is also being kept informed regarding possible development of additional GP.

Section B.4: Program Changes

The interagency coastal council met on September 15, 2024, and reviewed proposed changes to state policies that are part of the coastal program network. Networked state agencies agreed to develop a summary of all proposed rule changes that will affect the coastal program by March 2025. An analysis of these summaries will be provided in the next performance progress report.

Examples of Permit Administration Status Charts for B.2

The charts provided below are meant as guides. States may submit this data in another format if one is used by the applicable agency as long as the same information is included or manipulate the data to fit charts of this type.

Chart 1—Summary of Permits

For Coastal programs with direct permitting authority or, if not, the networked permit and enforcement agencies, as well as local governments if the program has approved local components – indicate as appropriate

State/Local Permitting Agency (Coastal Management Agency or Network Agency)	Core Program or Type of Permit Activity (where applicable, indicate major or minor)	Total Applications Filed	Total Permits Issued	Total Permits Denied
<i>Department of Environmental Quality</i>	<i>Tidal wetlands fill</i>	<i>10</i>	<i>7</i>	<i>3</i>
<i>Department of Marine Resources</i>	<i>Submerged Lands</i>			
<i>Local government (if appropriate)</i>	<i>Stormwater management permit</i>			
Total Activity				

Examples of Federal Consistency Status Charts for Section B.3

Chart 2—Direct Federal Agency Activities (Section 307(c)(1) and (2))

Each individual project acted on during the past six months should be listed.

Federal Agency	Activity or Project	Concurrence	Insufficient Information (Nonconcurrence)	Inconsistent with State Policies (Nonconcurrence)	Time of Review
<i>DOD/ACOE</i>	<i>Dredge Material Disposal - Port Bienville Harbor</i>			<i>X</i>	<i>45 days</i>

Chart 3—Federal Licenses and Permits (Section 307 (c)(3)(A))

Group projects by federal agency and type of license or permit

Federal Licensing or Permit Agency	Type of Permit	Number of Permits	Number of Concurrences	Insufficient Information (Nonconcurrence)	Inconsistent with State Policies (Non-concurrence)	Time of Review
<i>DOD/ACOE</i>	<i>Section 10</i>	<i>6</i>	<i>3</i>	<i>1</i>	<i>2</i>	<i>60 days</i>

Chart 4—Federal Licenses and Permit Activities Described in Detail in OCS Plans (Section 307(c)(3)(B))

List each individual project

Federal Agency	Project Name and Plan of Exploration or Development	Concurrence	Insufficient Information (Nonconcurrence)	Inconsistent with State Policies (Non-concurrence)	Time of Review
<i>DOI/MMS</i>	<i>Santa Lucia Unit - P0007 (POE)</i>			<i>x</i>	<i>6 days</i>

Chart 5—Federal Assistance to State and Local Governments (Section 307(d))

Federal Agency	Type of Assistance	Total	Concurrence	Insufficient Information (Nonconcurrence)	Inconsistent with State Policies (Non-concurrence)	Time of Review
<i>HUD</i>		<i>3</i>	<i>3</i>			

APPENDIX C

Examples of Section C Success Story Submissions

THE PROBLEM

Many coastal area educators find teaching about local sea level rise impacts to be challenging. Teachers in [X State/region] requested help with this task, and the XX coastal management program responded.

THE FIX

The CMP funded and provided assistance developing “Sea Level Rise on a Changing Coast.” The lesson design brings the classroom into the field and provides teachers with a professional development opportunity. During its pilot year, the program reached approximately 75 students and five teachers with classroom visits, schoolyard field experiences, and a second field experience at the reserve.

THE IMPACT

Teachers are now more aware of age-appropriate materials and ways to use visualizations and data. The CMP’s staff helped incorporate coastal tools, including NOAA Digital Coast tools, into teacher training in a continued effort to empower teachers with the knowledge and confidence to teach about sea level and the specific impacts to X coastal area.

MORE INFORMATION: Go to XXX website.

PARTNERS: NERR, SeaGrant, Local NGO

CONTACT: John Smith, john.smith@cmp.gov

Visualizing Locally Relevant Sea Level Rise Scenarios for XXX

THE PROBLEM

XXX is expected to be highly susceptible to the impacts of rising sea levels. Coastal planners and hazard mitigation managers sought a means of analyzing and communicating coastal flooding scenarios.

THE FIX

The coastal zone management program assessed XXX vulnerability to sea level rise using both national tools and local land use information and sea level rise projections to assess future flooding impacts to XXX communities and coastal habitats.

THE IMPACT

The resulting coastal flooding maps and associated analyses are being integrated into local and regional planning efforts. These products are also being used to help communicate potential impacts of sea level rise throughout XXX and update the standard state mitigation plan. Community X and Community Y have already incorporated this information into their local land use plans and ordinances.

MORE INFORMATION: Go to XXX website.

PARTNERS: State Hazard Mitigation Team, NOAA OCM/Digital Coast, State University

CONTACT: Jane Doe, jane.doe@cmp.gov

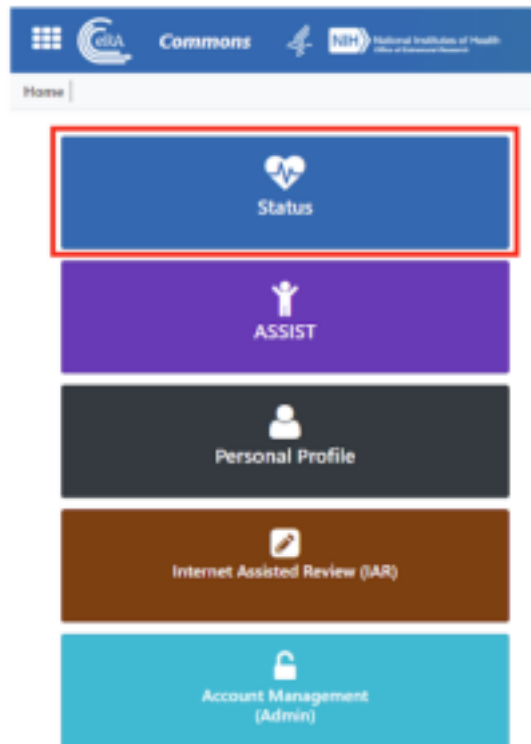
APPENDIX D

How to Submit a Performance Progress Report in NOAA eRA Commons

Terms Tracking is used to respond to terms and conditions applied to your awarded grant, such as **Performance Progress Reports (PPRs)** for non-research grants.

Users with the **Signing Official (SO)** and **Project Director / Principal Investigator (PD/PI)** roles can access Terms Tracking and submit requested information.

1. Log into eRA Commons and select the **Status** button from the left-hand menu.



*If you have the **SO** role, go to **Step 2**.

*If you have the **PD/PI** role, go to **Step 3**.

2. SIGNING OFFICIAL VIEW:

- a. Select **General** from the Search Type dropdown menu and then select **Search**.

Home

Search Type: **General**

Type: ex: S Activity Code: ex: RD1 IC/Institute: ex: GM Serial #: ex: 123456 Support Yr: ex: 01 Suffix: ex: A1

Project Number: ex: NA24R1 FKE78Q31 3-T1-0 (Minimum: 4 characters)

PD/PI Last Name: ex: Smith PD/PI First Name: ex: John

Budget Start Date Range: MM/DD/YYYY to MM/DD/YYYY Budget End Date Range: MM/DD/YYYY to MM/DD/YYYY

Application Status: Select all that apply Grants.gov Tracking Number: ex: ED-GRANTS-123456-001

Clear Form Search

- b. Find the award you want to submit a PPR for, click the **ellipsis**, then select **View Terms Tracking**.

Status Result - General Search

Filter Table 1 Results

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name
NA22NMF4270131-T1-01	GRANT13507904 View Terms Tracking Revision Request Correspondence	TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality	Smith, John

- c. Continue the PPR submission process from **Step 4**.

3. PD/PI VIEW:

a. After following **Step 1**, select **List of Applications/Awards** from the search menu.

Status: PI Search

The Status screens have been updated. If you have any questions about the new Comments Status look and feel please contact the eRA Service Desk.

The following list of applications represents a result of the search by Grants.gov Tracking ID or a list of all Recent/Pending applications. If you do not see a complete list of your Recent/Pending applications, please click **Recent/Pending Applications** from the left again.

Recent/Pending Applications

- Applications that require action (e.g., to view information) prior to submission completion
- Applications that are available to view during the business day correction window prior to submission completion
- Applications that have been rejected by signing official

List of Applications/Awards

- Printed Awards
- Previously submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Comments (e.g., Just in Time, JOT) Comments, Financial Status Report for previously submitted applications/awards

Search by Grants.gov Tracking/Item

Enter the Grants.gov Tracking Number into the following box for easy access to a specific award application.

Tracking Number

b. Find the award you would like to submit a PPR for and select the **+** button to expand the award and see award actions.

Status Result - List of Applications/Awards Help Log Out

NADA0001700014	08/27/2025 - 08/27/2028 (Project Period)	SMITH, JOHN (PI/PI)	UAT test Non-research - 7 NSAA-CAR-GAT-2023-2023111 - CFDA 11 - A (1/1)	Tracking	+
NADA0001700012	08/27/2025 - 08/27/2028 (Project Period)	SMITH, JOHN (PI/PI)	UAT test Non-research - 11 NSAA-CAR-GAT-2023-2023111 - CFDA 11 - A (1/1)	Tracking	+

c. When the appropriate grant is expanded, you will see **Available Actions**. Select **View Terms Tracking**.

Status Result - List of Applications/Awards

NADA0001700014

08/27/2025 - 08/27/2028 (Project Period)

SMITH, JOHN (PI/PI)

UAT test Non-research - 7 NSAA-CAR-GAT-2023-2023111 - CFDA 11 - A (1/1)

Tracking

+

Applications/Awards ID	Grants.gov Tracking	Proposal Title	PI/PI Name	Submission Status	Current Application Status	Status Date	Available Actions
NADA0001700014	08/27/2025	UAT test Non-research - 7 NSAA-CAR-GAT-2023-2023111 - CFDA 11 - A	SMITH, JOHN (PI)	Submission Complete	Awarded Non-Advantage (PR)	08/15/2025	CorrespondenceView Terms Tracking

d. Continue the PPR submission process from **Step 4**.

4. The **Terms and Conditions Module (TCM)** will display all terms that are applicable to the award (PPRs, other special award conditions, etc.). Make sure **Project Period** is selected, then find the **Semi-Annual Report** term name and expand the section to see associated tasks.

View Terms Tracking Details

Organization Name: UNIVERSITY OF DOD
 Project Period: 12/01/2022 - 12/01/2025
 Core Grant Number: NA24ONR0417G0014
 Project Title: GAD Test for PRR research - 1 NO3AA-GAR-1807-2025-2021171 - CFM 11

Current Assignments

Grant Specialist (SME) Couture, Michele	Program Official (PO) Kern, LINDA
Program Director/Principal Investigator (PD/PI) Smith, John	Business Official (BO)

Budget Period 01: 12/01/2022 - 12/01/2024
 Quick Filters: Tracked Only (toggle)

Filter Table: 3 Results

Term Name	Programmatic	Award Number	Next Due Date	Next Task Description	Next Submission Date	Next Renewal Date	Next Due Date Status
Semi-Annual Report 1	No	NA24ONR0417G0014-T1-01	04/30/2024	March 2024 Semi-Annual Report			Unresolved

Budget Period 01: 12/01/2022 - 06/31/2025
 Project Period: 12/01/2022 - 06/31/2025

5. Select the **ellipsis** next to the PPR you would like to submit, then select **Prepare Documentation**.

Term Content

Semi Annual Report 1: Instructions on your term will be included here.

Task Description	Due Date Status	Due Date	Submission Status
March 2024 Semi-Annual Report	Unresolved	04/30/2024	No Submissions
September 2024 Semi-Annual Report	Prepare Documentation	10/30/2024	No Submissions

6. Upload your PPR using the **Upload** button. You can add up to 10 documents (6 MB size restriction per file). Comments are optional but can be provided.

Terms and Conditions (Additional Materials)

Bid Information

<p>Cost Data Number: NAJ0000010004</p> <p>Cost Program (DOC):</p> <p>DCR Name: Tech Job</p> <p>Org Name: UNIVERSITY OF COC</p>	<p>Award Number: NAJ0000010004 11-01</p> <p>Project Period: 12/1/2020 - 12/31/2020</p> <p>Budget Period: 12/1/2020 - 12/31/2020</p> <p>Project Title: G27 and for New members - 1 NORA-DAR-G27-2023-2023 F1 - CPDA F1</p>	<p>Term Budget Period: 1</p> <p>Term Name: Term Annual Report 1</p> <p>Term Due Date: 06/30/2024</p> <p>Term Description: March 2024 Term Annual Report</p>
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Submission Content

Please provide additional materials:

File Name	Date Uploaded	Uploaded By
No documents have been uploaded		

Up to 10 documents!

Please provide comments:

Previous

Save

Submit

Remove Draft

Back

7. When the PPR has been uploaded, you have the option to **Preview, Save, Submit**, or **Remove Draft**.

Preview **Save** **Submit** Remove Draft

8. Once the PPR is successfully submitted, the Submission Status will say **Submitted** and the Due Date Status will say **Resolved**.

APPENDIX E

CZM Projects of Special Merit Award Report Guidance

Coastal programs must submit semiannual progress and financial reports for all Project of Special Merit awards. Semiannual progress reports must be submitted online and are due at six-month intervals from the start of the award. Projects of Special Merit generally have an October 1 start date, so the reporting periods will be October 1 to March 31 and April 1 to September 30.

The interim progress report may be brief (1–2 pages) and should provide a summary of the program’s progress to date on the awarded Project of Special Merit. The report should describe the project’s status in terms of progress toward meeting the stated milestones and objectives according to the timeline described in the approved application. Include a comparison of actual accomplishments to the objectives established for the reporting period. For awards with multiple tasks, recipients should report on each task or element. Reports should describe why established goals or timelines have not been met, if applicable, and include an analysis or explanation of any cost overruns.

Coastal programs must submit a comprehensive final report for all Project of Special Merit awards, in addition to semiannual progress reports (additional detail below). The final report must be submitted in eRA Commons and will be due 120 days after the end of the award.

Coastal programs must also inventory any equipment or supplies at a cost of \$5,000 or greater per unit value (\$10,000 for funds received after October 1, 2024), including their fair market value, acquired via the Project of Special Merit award by completing Standard Form 428 (SF-428).

Final Report Content

The final report should provide a summary of the project’s outcomes and accomplishments. Include a comparison of actual accomplishments to the objectives established for the reporting period.

The final report should also describe the impact of the award, ideally an impact that can be used for communications and messaging around award success. Clearly state any products developed and outcomes achieved, along with the resulting overall impact of the project on the coastal management community and how the project advanced the field of coastal management (e.g., how did or will the recipient’s accomplishments make a positive difference?). Clearly describe how the project results contribute to the coastal program’s approved Section 309 strategy and long-term program change regarding the coastal management issue that is the subject of the award.

Provide a brief explanation of any major changes that occurred over the lifetime of the project, including project components that were not completed and project goals that were not met during the award period. Please provide an analysis and explanation of cost overruns.

If environmental data were created or collected through the award, the final report should describe how the data have been made accessible to the public, including a description or link to the data archive site, as appropriate.

APPENDIX F

Performance Report Guidance for Multiyear Award Pilot Programs

CZM multiyear award pilot programs follow the Office for Coastal Management’s current Performance Progress Report Guidelines for Coastal Management Program Annual Awards, with the following modifications to account for the multiyear award period:

- A. During the first year of progress reports, programs will only need to report on the FY2024 tasks that are currently in progress. Starting with the third progress report (July to December 2025 for July 1 states; Oct 2025 to March 2026 for October 1 states), programs will need to report on ALL open tasks, regardless of whether the project was funded in the first or second year of the award.
- B. Pilot programs will also be asked to track expenditures and obligations for each year of funding to ensure federal funds and matching funds are drawn down at approximately an equal rate, reduce the risk of having funds remaining at the end of the award, and encourage the use of year-one funds prior to year-two funds. It is important that all funds are expended within three years of being awarded. For example, for a multiyear award with a July 1 start, all FY24 CZM funds should be spent down by June 30, 2027, even if the overall award ends up being extended past that date.

NOAA’s Office for Coastal Management has put together an example table (below) for pilot programs to use when tracking funds expenditure by year. This table—or another annual funds tracking mechanism—should be included in Section A of the progress report. However, NOAA realizes that recipients might have different systems for tracking fund expenditures and all recipients might not be able to track to the level of detail indicated in the table below.

—

Example Financial Tracking Table to be included in the Multiyear Performance Report

Fiscal year	Federal funding obligated – Section 306 operations	Federal funding obligated – Section 309	Total federal funding obligated	Total federal funding not yet obligated	Match funding obligated	Match funding not yet obligated
2024						
2025						

C. Financial reports: Starting in the second year, programs should report on both year's funding in the same financial report. The Grants Management Division does not require states to account for FY24 and FY25 funds separately in the comments section.