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 Restoration Center. 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.

1. **Federal Agency to Which Report is Submitted**: this is pre-filled by the awarding Federal agency with the name of the Federal agency and the sub-agency identified in the award document (e.g. NOAA National Marine Fisheries Service)
2. **Award or Sub-Award Number:** Enter the NOAA award or sub-award number, if applicable, used to track the award by the awarding organization.
3. **Federal Program Officer-Name:** Enter the name of the NOAA Federal Program Officer with responsibility for monitoring this award.

Project Information

4. **Project Name**: Enter the name of the project
5. **Recipient or Sub-recipient Organization:** Enter the name of the award recipient or sub-award recipient organization and address, including zip code.
6. **Is this the Final Report?** Check the appropriate box. Check "yes" only if this is the final comprehensive report for the project.
7. **Award or Project Period Dates:** Enter the start and end date of the project. When an extension is approved, update the end date to the approved date.
8. **Reporting Period Dates:** Enter the start and end dates of the reporting period. The reporting period is usually semi-annual, and ends 30 days prior to the report due date. For final reports, the reporting period is the entire award period, project start date to end date.
9. **Report Frequency:** Select the appropriate term: annual, semi-annual, quarterly, or other. "Other" may be used when more frequent reporting is required for high-risk sub-grantees, as specified in OMB Circular 2 CFR 200.
10. **Main Project Contact- Name:** Enter the name of the person who is the main point of contact for this project.
11. **Main Project Contact- Title and Organization:** Enter the title and organization of the person who is the main point of contact for this project.
12. **Main Project Contact- Email:** Enter the phone number of the person who is the main point of contact for this project.
13. **Main Project Contact- Phone Number:** Enter the phone number of the person who is the main point of contact for this project.

14. **Project City:** Enter the name of the City where the project is located.
15. **Project State:** Enter the name of the State where the project is located.
16. **Number of Project Sites:** Select the number of project sites associated with the project. If there are more than six sites, add the locations to the narrative section of the form.
17. **Project Site Coordinates:** Enter the geographic coordinates in decimal degrees for the project location. Contact NOAA for help identifying project coordinates.
18. **Project Landowner Permission Received:** Check appropriate box, Yes or No.
19. **Monitoring Contact- Name:** Enter the name of the person who is the monitoring contact for this project, if applicable. This is not necessarily the same person as the main point of contact for the project.
20. **Monitoring Contact- Title and Organization:** Enter the title and organization of the person who is the monitoring contact for this project.
21. **Monitoring Contact- Email:** Enter the email address of the person who is the monitoring contact for this project.
22. **Monitoring Contact- Phone Number:** Enter the phone number of the person who is the monitoring contact for this project.
23. **Monitoring Level: Check box(es) Tier I, Tier II or None:** NOAA will pre-fill this box for each award after discussing requirements with the recipient. Tier I is implementation monitoring. Tier II is effectiveness monitoring. Tiered monitoring data will only be collected for select fish passage, hydroreconnection, shellfish, or coral restoration projects. None will apply to all other projects.
24. **List of Target Species:** List the target species under NOAA jurisdiction that will directly benefit from this project (e.g., Central California Coast coho salmon).
25. **List of Project Partners:** Enter the full names of organizations contributing to or involved with this project.
26. **Problem the Project Addresses:** Describe the historic and current status of the project area and target species. Describe how the project activities will enhance the habitat and NOAA trust species populations at the project site.
27. **Other Attachments:** List required or optional documents (e.g. data sharing plan, monitoring plan, monitoring reports, articles/news clippings, before, during, and after high resolution project photographs, and project maps or geographic/spatial data files) submitted with the report in Grants Online.
28. **Authorized Representative – Name and Title:** Enter the name and title of the Authorized Representative of the recipient organization certifying the report.
29. **Authorized Representative-Email:** Enter the Authorized Representative's email address.
30. **Authorized Representative- Phone Number:** Enter the Authorized Representative's phone number.
31. **Performance Narrative (No page limit):**
    a. For the Initial and then all Interim Performance Progress Reports, describe the goals and objectives of the project. All narratives should provide a detailed description of project activities (e.g. construction and monitoring) to date, not just the reporting period. A description may include: progress achieved towards milestones, an updated timeline of remaining tasks, changes to proposed project activities and budget (e.g. construction

design plans or alternate project activities), a description of roadblocks to future progress, and lessons learned.

b. For Final Performance Progress Reports, discuss in detail the following project components including the goals and objectives of the project, a description of project activities implemented to complete the project over the award period. Highlight partner's roles in project implementation.
    i. State if the project was implemented and monitored as proposed. Describe activities completed during implementation and monitoring.
    ii. Describe materials and methods used to complete project implementation and outreach tasks;
    iii. For projects with a monitoring plan, describe the methods used in data collection and data analysis, assumptions for data analysis, and key findings.
    iv. Describe results and outcomes;
    v. Describe in detail deviations from proposed in the implementation of methods, achievements of performance metrics, and/or object class expenditures. Include why the deviations were made and how they impacted the outcomes of the proposed project.
    vi. Describe lessons learned (e.g., new techniques, innovative partnerships, and community engagement); and
    vii. Describe future plans, such as restoration and monitoring next steps, and/or plans for sharing/publishing results or description of other outreach activities and products.

Project Activities

1. **Activity Description:** These activities are outlined in the project's final milestones, work plan, or award conditions agreed to by the recipient and NOAA. If overall activities or methods change, document changes in the performance narrative and communicate them to the Federal Program Officer.
2. **Activity status:** From the drop down, choose if the activity is**:** not started, in-progress, completed, or terminated if the action will no longer be completed.
3. **Explanation of Progress:** Include a brief description of your progress towards completing the activity. Include anticipated start and end dates with the activity description. Once the activity is completed, list the actual start and end date. If you terminate an activity, describe why. Further details can be provided in the Performance Narrative section.

Performance Measures:

1. **Objective/Goal Description:** Each measure corresponds to a project goal, objective, or monitoring parameter specified in the final work plan and/or monitoring plan. Sub-recipients and recipients discuss and identify these measures during award negotiations with NOAA program staff.

2. **Measure (Unit):** Enter the unit of measure. This can be quantitative or qualitative. For example, it can include counts, percentages, targeted dates, time periods, or levels. It could also describe a condition, a result, or status.
3. **Baseline:** Enter the initial starting point or average amount or condition related to each measure at the start of the award period.
4. **Target Year:** Enter the year you expect to accomplish the specified project targets. Different target years may appear in the same report, as project accomplishments may not all be realized in the same year.
5. **Target:** Enter the expected amount or condition to be achieved for each objective or measure. Do not change the Target, unless specifically discussed with NOAA program staff.
6. **Actual to Date (cumulative):** State the actual cumulative amount, condition or status achieved by the end of the reporting period. If you want to identify the progress toward a target during a specific reporting period, detail this in the Performance Narrative.
7. **Explanation:** Describe progress toward the target. If you do not expect to meet the target, briefly explain any differences between the Target and Actual. Further details can be provided in the Performance Narrative.
    a. Final Report: If you did not meet the target, briefly explain any differences between the Target and Actual. Further details can be provided in the Performance Narrative. Make sure that all columns are complete. If they are not applicable, discuss them with program staff prior to submitting the final report.

NOAA Award Funding

1. **Object Class Expenditures:** SF-424A object classes.
2. **Year 1 NOAA Approved Funds:** Enter the amount of NOAA funds budgeted for a single funding period for each object class expenditure listed, as stated in the original award or most recently approved budget revision.
   Note: If your project is for more than 3 years (4 or 5 years), use the 'Funding Duration' drop down on in the NOAA Award Funding title bar to choose 4 years or 5 years. Additional columns will appear in the table.
3. **Year 2 NOAA Approved Funds:** If Year 2 funding is awarded, enter the amount of NOAA funds budgeted for a single funding period for each object class expenditure listed, as stated in the original award or most recently approved budget revision.
4. **Year 3 NOAA Approved Funds:** If Year 3 funding is awarded, enter the amount of NOAA funds budgeted for a single funding period for each object class expenditure listed, as stated in the original award or most recently approved budget revision.
5. **Total Approved Funds:** This column automatically sums the annual funding amounts entered in columns 2-4. This column should match the total NOAA funds budgeted for the entire award period for each object class expenditure listed. Ensure rows total NOAA approved funds in the SF-424A original award and all funding amendments.
6. **Total NOAA Funding Expended:** Enter the cumulative amount, this reporting period plus all previous periods, of NOAA funding expended by the end of the current reporting period for each object class expenditure listed.

7. **Notes:** Enter notes about the budget by object class, as needed, for the purposes of tracking funds.
8. **Budget Deviations Description:** Explain any differences between the approved budget and actual object class expenditures of NOAA funding. Note that some budget changes require prior approval, as described in your award documents and 2 CFR Part 200. Please note if your budget has been officially amended, and the date of the approved award amendment.

Non-Federal Share Recipient Share Funds:

1. **Object Class Expenditures:** SF-424A object classes.
2. **Year 1 Match Funds Approved:** Enter the amount of Non-Federal Recipient Share budgeted for a single funding period for each object class expenditure listed, as stated in the original project award or most recently approved budget revision.
   Note: If your project is for more than 3 years (4 or 5 years), use the 'Funding Duration' drop down on in the Non-Federal Recipient Share title bar to choose 4 years or 5 years. Additional columns will appear in the table.
3. **Year 2 Match Funds Approved:** If Year 2 funding is awarded, enter the amount of Non-Federal Recipient Share budgeted for a single funding period for each object class expenditure listed, as stated in the original project award or most recently approved budget revision.
4. **Year 3 Match Funds Approved:** If Year 3 funding is awarded, enter the amount of Non-Federal Recipient Share budgeted for a single funding period for each object class expenditure listed, as stated in the original project award or most recently approved budget revision.
5. **Total Approved Match Funds:** This column automatically sums the amount of Non-Federal Recipient Share amounts entered in columns 2-4. The total should match the Non-Federal Share budgeted for the entire project period for each object class expenditure listed, as stated in the final project application or contract.
6. **Total Expended Match Funds:** Enter the cumulative amount, this reporting period plus all previous periods, of Non-Federal Recipient Share expended by the end of the current reporting period for each object class expenditure listed.
7. **Non-federal Recipient Share (Match Funds) Sources:** List the type of match (In-kind or Cash) and sources of Non-Federal Recipient Share contributions (the entity providing cash, goods, or services) for each object class expenditure line.
8. **Budget Deviations Description:** Explain any differences between the approved budget and actual Non-Federal Recipient Share. Note that some budget changes require prior approval, as described in your award documents and 2 CFR Part 200. Please note if your budget has been officially amended, and the date of the amendment.

Project Leverage (Funds beyond committed Match)

1. **Leverage Task Description:** If applicable, describe the activity supported with leveraged funds. Include the partner implementing the supported activities. Acronyms are appropriate. Full names of all partners should be in Box 25 of Award Information. Contact NOAA Program staff for help with descriptions.
2. **Type of Funds (Federal or Non-federal):** Select the appropriate type of funds. Funds should be classified as Federal or Non-Federal.
3. **Funding Source (Name of Organization):** Enter the name of the organization providing the leveraged funds.
4. **Total Funds:** Enter the amount of leveraged funds that contributed to the completion of the project. This should include all funds not used to meet matching requirements (non-Federal recipient share) of the current award.

Monitoring Funds (Include all funding supporting monitoring activities)

1. **Monitoring Task Description:** If applicable, enter a short description of pre- and post-construction monitoring activities. List the project partner that conducted the monitoring, if it differs from the funding organization. Acronyms are appropriate. Full names of all partners should be in Box 25 of Award Information. Contact NOAA Program Staff for help with descriptions.
2. **Type of Funds (Federal or Non-Federal):** Select the appropriate type of funds. Funds should be classified as Federal or Non-Federal.
3. **Funding Source (Name of Organization):** Enter the name of the organization providing funding for pre or post-construction monitoring described in Box 1. If you have received NOAA funding outside of the current award, please note if the NOAA funding source referenced is from the current award or from a previous NOAA award.
4. **Total Funds:** Enter the amount of funding received from the organization in Box 3 of this section that was expended on pre- and post-construction monitoring activities.

Administrative Progress Report (APR) Instructions for Multi-Site Awards

The purpose of the Administrative Progress Report form is to track the projects and award expenditures for the overall NOAA Restoration Center cooperative agreement award. It will be used to collect expenditure information on cooperative agreement awards implementing multiple projects.

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.

1. **Federal Agency to Which Report is Submitted**: this is pre-filled by the awarding Federal agency with the name of the Federal agency and the sub-agency identified in the award document (e.g. NOAA National Marine Fisheries Service)
2. **Award or Sub-Award Number:** Enter the NOAA award or sub-award number, if applicable, used to track the award by the awarding organization.
3. **Federal Program Officer-Name:** Enter the name of the NOAA Federal Program Officer with responsibility for monitoring this award.
4. **Recipient Organization and Address:** Enter the name of the recipient organization and address, including zip code.
5. **Award Start Date:** Enter the start date of the award period established in the award document.
6. **Award End Date:** Enter the end date of the award period established in the award document. When an extension is approved, update the end date to the revised, approved end date.
7. **Report Start Date:** Enter the start 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 reports, the reporting period is the entire award period, starting at the project start date.
8. **Report End Date:** Enter the 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 reports, the reporting period is the entire award period, ending at the project end date.
9. **Award Name:** Enter the name of the award as listed in the award document.
10. **Main Project Contact- Name:** Enter the name of the person who is the main point of contact for this project.
11. **Main Project Contact- Title and Organization:** Enter the title and organization of the person who is the main point of contact for this project.
12. **Main Project Contact- Email:** Enter the phone number of the person who is the main point of contact for this project.

13. **Main Project Contact- Phone Number:** Enter the phone number of the person who is the main point of contact for this project.
14. **Is this the final report?** Check the appropriate box. Check “yes” only if this is the final comprehensive report for the project.
15. **Report Frequency:** Select the appropriate term corresponding to the requirements contained in the award document. “Other” may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular 2 CFR 200.
16. **Other Attachments:** List required or optional documents (e.g. data sharing plan, monitoring plan, monitoring reports, articles/news clippings, before, during, and after high resolution project photographs, and project maps or geographic/spatial data files) submitted with the report in Grants Online.
17. **Authorized Representative – Name and Title:** Enter the name and title of the Authorized Representative of the recipient organization certifying the report.
18. **Authorized Representative-Email:** Enter the Authorized Representative's email address.
19. **Authorized Representative- Phone Number:** Enter the Authorized Representative's phone number.
20. **Performance Narrative:**
    a. For the Initial and then all Interim Administrative Progress Reports, describe the administration and management of the award. The narrative should highlight: competitions to select PI's, sub-recipients, or projects; sub-recipent/sub- award management; notable milestones or activities performed by the recipient; and any award changes or other activities not described in a project report narrative.
    b. For Final Administrative Progress Reports, comprehensively discuss in detail the following award components not discussed in project reports over the award period.
        i. Description of completed tasks, related to the administration of the award, such as sub-recipient/sub-award management;
        ii. Summary of results and outcomes of the comprehensive award, such as benefits of grouping projects in one award versus separate awards;
        iii. Description of the partnerships developed to leverage resources;
        iv. Deviations from proposed award activities and expenditures, including detailed explanations of budget changes;
        v. Lessons Learned that would make future projects more efficient and effective; and
        vi. Future plans and next steps related to the award focus area (e.g. outreach activities and products, and/or implementing management plan activities).

Subaward or Project List

1. **Sub-Recipient:** Enter the organization name of the sub-recipient of the sub-award or project, if applicable.
2. **Project Title:** Enter the sub-award or project title and sub-award tracking number, if applicable.
3. **Project Status:** List the status of sub-awards or projects: Not started, Planning, Implementation, Monitoring, Closed, or Terminated.

4. **NEPA Status:** List the status of NEPA: Not started, In-progress, Completed.
5. **NOAA Funding Amount:** Enter the NOAA funds supporting the sub-award or project.
6. **Anticipated End Date:** Enter the anticipated sub-award or project end date.
7. **Modifications to the Sub-Award or Project:** Enter the type of present or past modifications that have been made to the sub-award or project. This includes modifications to project activities, budget, end dates, or performance targets.

NOAA Award Funding

1. **Object Class Expenditures:** SF-424A object classes.
2. **Year 1 NOAA Approved Funds:** Enter the amount of NOAA funds budgeted for a single funding period for each object class expenditure listed, as stated in the original award or most recently approved budget revision.
   Note: If your project is for more than 3 years (4 or 5 years), use the 'Funding Duration' drop down on in the NOAA Award Funding title bar to choose 4 years or 5 years. Additional columns will appear in the table.
3. **Year 2 NOAA Approved Funds:** If Year 2 funding is awarded, enter the amount of NOAA funds budgeted for a single funding period for each object class expenditure listed, as stated in the original award or most recently approved budget revision.
4. **Year 3 NOAA Approved Funds:** If Year 3 funding is awarded, enter the amount of NOAA funds budgeted for a single funding period for each object class expenditure listed, as stated in the original award or most recently approved budget revision.
5. **Total Approved Funds:** This column automatically sums the annual funding amounts entered in columns 2-4. This column should match the total NOAA approved funds in the SF-424A original award and all funding amendments.
6. **Total NOAA Funding Expended:** Enter the cumulative amount, this reporting period plus all previous periods, of NOAA funding expended between the award start date and the end of the current reporting period for each object class expenditure listed.
7. **Notes:** Enter notes about the budget by object class, as needed, for the purposes of tracking funds.
8. **Budget Deviations Description:** Explain any differences between the approved budget and actual object class expenditures of NOAA funding. Note that some budget changes require prior approval, as described in your award documents and 2 CFR Part 200. Please note if your budget has been officially amended, and the date of the approved award amendment.

Non-Federal Share Recipient Share Funds:

1. **Object Class Expenditures:** SF-424A object classes.
2. **Year 1 Match Funds Approved:** Enter the amount of Non-Federal Recipient Share budgeted for a single funding period for each object class expenditure listed, as stated in the original project award or most recently approved budget revision.

Note: If your project is for more than 3 years (4 or 5 years), use the 'Funding Duration' drop down on in the Non-Federal Recipient Share title bar to choose 4 years or 5 years. Additional columns will appear in the table.

3. **Year 2 Match Funds Approved:** If Year 2 funding is awarded, enter the amount of Non-Federal Recipient Share budgeted for a single funding period for each object class expenditure listed, as stated in the original project award or most recently approved budget revision.
4. **Year 3 Match Funds Approved:** If Year 3 funding is awarded, enter the amount of Non-Federal Recipient Share budgeted for a single funding period for each object class expenditure listed, as stated in the original project award or most recently approved budget revision.
5. **Total Approved Match Funds:** This column automatically sums the amount of Non-Federal Recipient Share amounts entered in columns 2-4. The total should match the total Non-Federal Recipient Share in the SF-424A original award and all funding amendments.
6. **Total Expended Match Funds:** Enter the cumulative amount, this reporting period plus all previous periods, of Non-Federal Recipient Share funding expended between the award start date and the end of the current reporting period for each object class expenditure listed.
7. **Non-federal Recipient Share (Match Funds) Sources:** List the type of match (In-kind or Cash) and sources of Non-Federal Recipient Share contributions (the entity providing cash, goods, or services) for each object class expenditure line.
8. **Budget Deviations Description:** Explain any differences between the approved budget and actual Non-Federal Recipient Share. Note that some budget changes require prior approval, as described in your award documents and 2 CFR Part 200. Please note if your budget has been officially amended, and the date of the amendment.