Performance Progress Reporting Guidelines
Climate Resilience Regional Challenge Grant Recipients

Introduction and Purpose
The purpose of performance progress reporting is to promote a common understanding between the recipient and NOAA of the awardee's progress and achievements, and to note issues and challenges. Awardees are also asked to share key milestones expected during the next reporting period.

Performance Progress Report Template
Appendix A shows the information to be included for each semi-annual report, except as otherwise noted.

The final report for each Climate Resilience Regional Challenge award should include the same information as the semi-annual performance progress report, along with the additional information described in the "Additional Information for Final Report" section found in the appendix of this document. The final report should summarize accomplishments, obstacles, and impacts from the life of the project, creating a comprehensive report that describes task completion and objective attainment relative to the project's established goals.

A goal of the federal government is to reduce the amount of paperwork required and staff time necessary to prepare and process these reports while still providing the necessary information. Brief reports are therefore encouraged.

Frequency
You will use the eRA Commons system to submit reports. Instructions are available in Appendix B. Performance progress reports are due on a semi-annual basis no later than 30 days following the end of each six-month period from the start date of the original award. The schedule for your award reporting can be found in eRA Commons.

Last Performance Progress Report
A comprehensive final report, covering all tasks over the life of the award, including the final six-month reporting period, is required. In most cases, the comprehensive performance progress report is due 120 days after the period of performance concludes.

Consequences of Delinquent Performance Progress and Financial Reports
NOAA requires that reporting is done in a timely manner. The NOAA Grants Management Division, in consultation with the NOAA Office for Coastal Management, is authorized to take appropriate actions if the award recipient fails to meet their reporting obligations.

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,
- NOAA cannot approve revision requests, and
- NOAA must deny access to funds under all financial assistance awards to that recipient.

Reporting on Equipment and Real Property
If equipment or tangible personal property is purchased with grant funds, recipients will submit an inventory to the extent required by the Office of Management and Budget Uniform Guidance, 2 C.F.R. Part 200.313. Recipients must inventory tangible property at least once every two years and at award closeout. Recipients also must briefly address any significant equipment issues, including how the equipment will be used after the project ends. As necessary, SF-428 forms may be attached as an appendix to performance progress reports or submitted directly to the NOAA program officer.

Climate Resilience Regional Challenge award recipients who requested funds for real property, including land acquisition, must complete form SF-429. Long-term reporting on the status of real property acquired using award funds is also required under 2 C.F.R. § 200.330. Recipients must submit reports at least annually and at award closeout regarding the status of real property in which the federal government retains an interest, unless the federal interest in the real property extends 15 years or more. As necessary, SF-429 forms may be attached as an appendix to performance progress reports or submitted directly to the NOAA program officer.

NOTE: Additional guidance on these requirements and related forms are posted at https://coast.noaa.gov/funding/forms.html.

Reporting on Subawards
For first-tier subawards and associated executive compensation over $25,000, Climate Resilience Regional Challenge awardees are required to provide additional information via the Federal Subaward Reporting System, available at *www.FSRS.gov*. Information about this requirement, 2 C.F.R. § 170, can be found at http://www.ecfr.gov/cgi-bin/textidx?tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl.

Providing Final Products
Copies of all materials (brochures, posters, videos, DVDs, publications, reports, management plans, public service announcements, workshop proceedings, etc.) produced through the award, along with copies of any reports submitted by contractors as part of the award, must be provided to the program office within 120 days of the end of the award.

Products may be uploaded in eRA Commons with the comprehensive final performance progress report, or provided directly to the NOAA program officer associated with the award. Except where limited by law, regulation, policy, or security, recipients are requested to include a statement on the front page of all products to indicate the material is "Approved for public release; distribution is unlimited." Journal publications must be made available to the public free

of charge if the applicant has requested publication costs or when the publication is included within an award's approved data management plan.

Appendix A. Performance Progress Report Template

A. Project Information
Project Title:
Award Number (populate last 4 digits of award #): NA24NOSX473C_ _ _ _
Reporting Period: [Start Date] - [End Date]
Recipient Organization:
Program Director or Principal Investigator:

B. Progress Updates
Task implementation progress. Information can be provided in narrative form or in tabular format. Append any supporting tables if that format is preferred. For each task, include:

1. Task number and title, as written in the award application. (If your application did not use this format, work with your NOAA program officer to agree on an alternate format.)
2. Task timeline (e.g., start and end date for that specific task).
3. Narrative description of implementation progress (e.g., activities, key meetings held, permits processed, contracts or work products completed, summaries of findings for studies). Note why achieving these things is important for the project's goals (what's the impact?). If applicable, identify current or anticipated implementation challenges or delays. For construction or restoration projects, photos showing progress are recommended.
4. Describe task milestones or outcomes completed during the reporting period; if no such outcomes were completed, describe progress toward achieving them.
5. Status of task as either "not started," "not on schedule," "in progress," or "completed" (including date of completion). If status is either "not started" or "not on schedule," please include an explanation and plans to complete task outcomes. If known, note any anticipated revision requests that might be submitted in the next reporting period. Once a task is completed, future interim performance progress reports can simply list the task number and title with a status notation that all work was completed in a previous reporting period.
6. If the task has any associated terms or special award conditions, include the term name, due date, progress toward satisfying it this reporting period, and any next steps. If there are multiple terms, please include a table at the end of the report listing the term(s) that need to be satisfied and the current status.

Term/Special Award Condition	Due Date	Progress this Reporting Period	Next Steps

C. Budget Tracking

<u>Award financial tracking table</u>. Provide an updated table of funds spent or obligated through this reporting period, organized by cost category. If applicable, insert columns for non-federal matching funds.

	Approved Federal Budget	Federal Funds Spent	Federal Funds Obligated	Federal Funds Remaining	Total Federal Funds
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Indirect					
TOTAL					

<u>Expenditure narrative</u>.
1. Include a statement about the status of the current reporting period's federal financial report (e.g., submitted, pending, delayed), with explanatory detail as needed.
2. Explain any underspent or overspent funds (e.g., cost overruns, higher-than-expected costs, project delays, staffing vacancies, early attainment of milestones). NOTE: reporting on anticipated changes does not equate to NOAA approval; if major budget changes are anticipated (>10% of award amount), please work with your NOAA program officer to submit a revision request.

Additional Information for Final Report

Financial closeout statement requirement. Before submitting the final performance progress report, ensure that financial reports are up-to-date and that a final funding drawdown was made through the U.S. Department of Treasury's Automated Standard Application for Payment (ASAP) system. In the final performance progress report, include the following statement 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)."

Complying with NOAA's data sharing directive. 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 to the data archive site, as appropriate.

Project signage. For land acquisition and restoration projects, recipients are required to erect at the property a permanent plaque or sign satisfactory to NOAA that identifies the project and credits the "National Oceanic and Atmospheric Administration through the Inflation Reduction Act" as a funding source (see page 8 of the White House guidance for color, logo and size details for signs during construction, and NOAA guidance on final signage). Once installed, please provide photos of the erected signage.

Land acquisition information. For land acquisition projects, provide the following summary information:
1. Name of parcel acquired
2. Climate Resilience Regional Challenge funding amount contributed to the transaction.
3. Amount and source of match and leveraged funds used towards parcel, if applicable.
4. Appraised value of parcel and appraisal valuation date
5. Purchase price of property
6. Date parcel acquired
7. Date NOAA restriction language incorporated into deed (if different from date of acquisition).
8. Copy of deed(s) with NOAA restriction; note recordation book and page number if not marked on provided copy.
9. Location of property (address, town, county, state, including tax parcel id if possible; if more than one parcel, include this information for all parcels (including match parcels))
10. Acreage of parcel(s) from survey or deed

Appendix B. Instructions for Submitting Performance Progress Reports

eRA Post-Award: Submit a Performance Progress Report (PPR)

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.
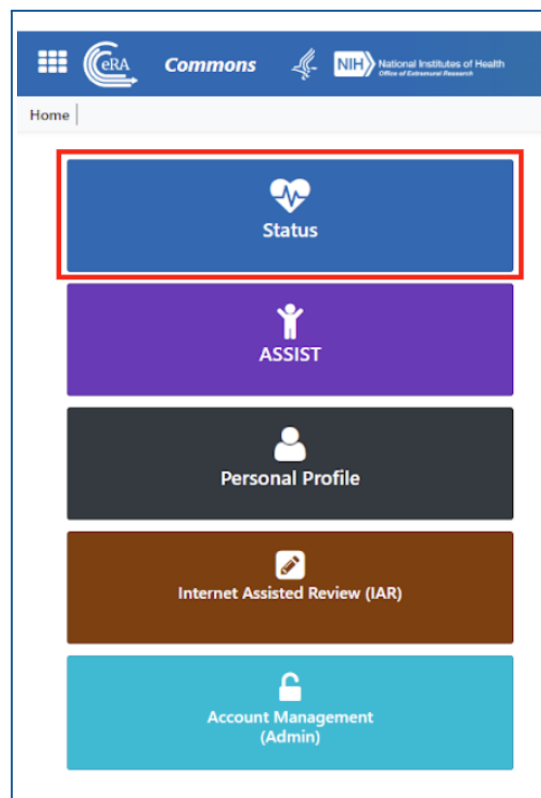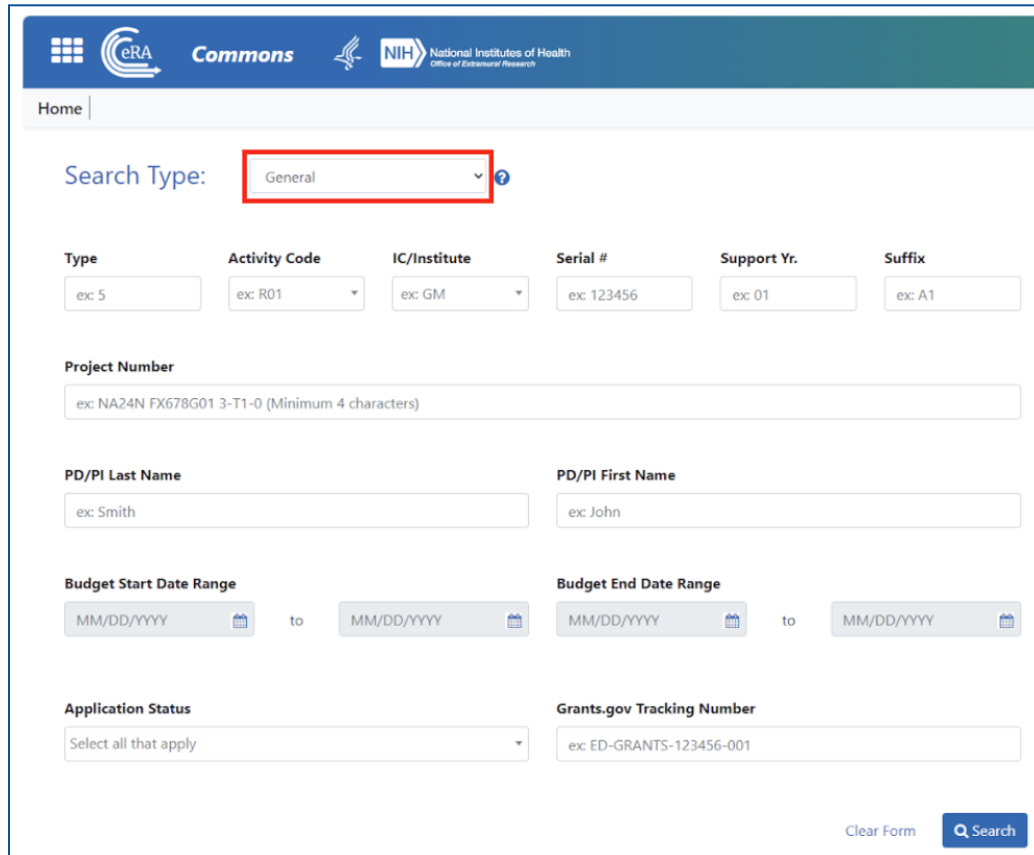
*If you have the **SO** role, go to **Step 2**.
*If you have the **PD/PI** role, go to **Step 3**.
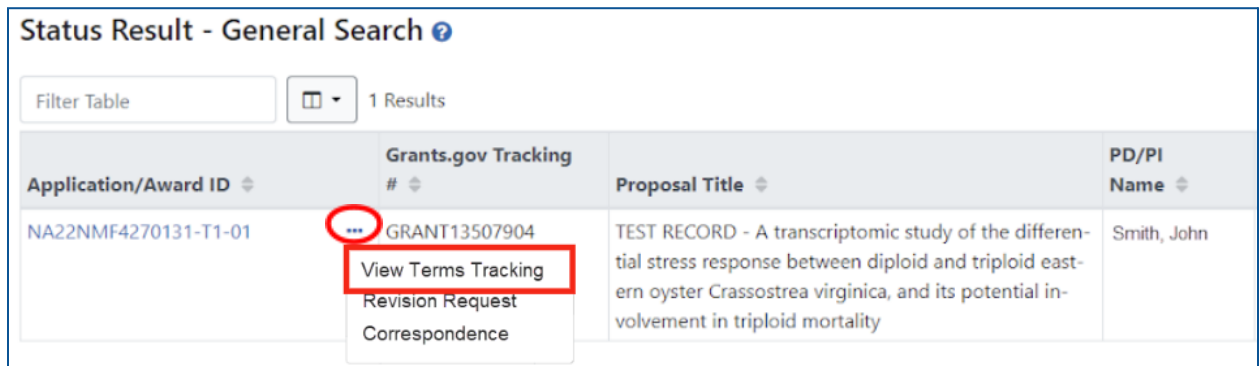
2. **SIGNING OFFICIAL VIEW:**
   a. Select **General** from the Search Type dropdown menu and then select **Search**.

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

   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.

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

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

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

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.

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

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