

U.S. IOOS[®] Guidance on Reporting Regional Progress (revised 2021)

The U.S. IOOS Office (hereafter “ Office”) is required to evaluate its funded activities in accordance with law, Department of Commerce policy, and NOAA policy. This document clarifies the content, process, and timelines for required reporting by U.S. IOOS grant and/or cooperative agreement award recipients.

The IOOS Office requires Program Performance Reports (PPRs) to be completed every six months from the start of the award date. We also require supplemental information which will be reported as an addendum to the PPRs and outlined below. This document defines the content requirements of the PPRs and supplemental information. The Office will use the reports to document our investments in the regional observing systems and help programmatically inform the different Office programs. We will revisit this guidance periodically if reporting needs or other factors change.

I. Performance Progress Reports

Performance Progress Reports (PPR) are a Department of Commerce requirement for federal financial assistance as codified in 2 CFR Part 200.328. PPRs allow the Program Office to:

- track progress against milestones and deliverables in our cooperative agreements;
- stay informed about successes and problems;
- anticipate upcoming administrative actions; and
- report on system-wide capacity.

As required by 2 CFR Part 200.328, progress reports shall document:

- a comparison of actual accomplishments to the objectives (milestones and deliverables) of the Federal award established *for the reporting period*;
- expenditures commensurate with the actual accomplishment of goals and objectives defined *for the reporting period*;
- reasons why established goals were not met, if appropriate; and
- additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Award recipients are responsible for monitoring each project, program, sub-award¹, function or activity supported by the award. Due dates for all progress and financial reports are set out in the terms and conditions of the awards. For additional information refer to the Grants Online Training pages for recipients:

http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm

NOAA Administrative Standard Award Conditions, section C, identifies the federal program officer as the authority on the acceptable form and content of progress reports. The Office requires that progress reports:

- clearly identify the NOAA award number;
- clearly identify the reporting period;
- be submitted through the Grants Online system;
- are submitted no later than 30 days following the end of the reporting period to avoid suspension of the recipient's ASAP account; and
- report only on progress and accomplishments of the funded activity for the 6-month reporting period.

[Progress reports shall use this template.](#)

II. Performance Progress Report Addendum

¹ Information on sub-award reporting is available online at: <https://www.fsr.gov/>

All Regional Associations (RAs) shall submit an addendum annually, along with the six month PPR after the award start date (January/February PPR). The addendum is limited to five pages of text (in addition to the PPR) and should include the following information.

1. DMAC Annual Progress Report:

The Data Management and Cyberinfrastructure (DMAC) program provides a framework for RA ingestion, management, and publication of digital oceanographic datasets.

Standards and Requirements for DMAC implementation are described on the IOOS website at: <https://ioos.noaa.gov/data/data-standards/>.

IOOS requires the RAs to submit a report describing their **activities over the previous year** towards DMAC system implementation according to the Data Standards & Requirements, upcoming planned activities, and any specific successes or challenges the RA chooses to highlight. This report should be in narrative form describing the specific initiatives, projects, or other efforts undertaken that resulted in enhancements to the RA's DMAC system and their ability to meet the stated requirements.

The report **does not** need to describe the RA's overall approach to implementing each requirement; this information should instead be included in Certification documentation. IOOS is primarily interested in understanding the DMAC-related activities that have taken place at the RA over the previous year, as well as ongoing challenges or upcoming plans that might benefit from closer IOOS coordination with the RA.

RAs should [use this template](#) when preparing the DMAC Annual Progress Report.

III. Environmental Compliance

Federal funds cannot be expended on any vessel operations, glider or buoy deployments,

High Frequency radar (HFR), sensor or mooring installations or other activities without an evaluation of consequences to the environment in accordance with the IOOS Programmatic Environmental Assessment and the mitigation measures identified therein.

Award recipients should refer to the Special Award Conditions in their cooperative agreements for details about environmental compliance reporting requirements. Copies of all impact statements, assessments, licenses or permits obtained shall be submitted to the IOOS Office for input into the recipient's official file in Grants Online.

In addition, activities conducted with NOAA/IOOS funding shall give consideration to and be compliant with the National Environmental Policy Act (NEPA), Marine Managed Areas (MMA), Endangered Species Act (ESA), Magnuson-Stevens Fishery Conservation and Management Act (MSA), National Marine Sanctuaries Act (NMSA), Clean Air Act, Clean Water Act, Marine Mammal Protection Act (MMPA) or any other regulatory oversight entities that collaborate with NOAA such as the State Historic Preservation Office or the National Wildlife Federation.

Furthermore, the award recipients were notified via email on what proposed activities that required a project-specific NEPA/Environmental Compliance (EC) analysis. A separate NEPA/EC analysis will be performed for that specific action, and documented in a Categorical Exclusion (CE) memorandum or Environmental Assessment (EA), as appropriate. Once the **specific project location, duration/time methodology and techniques** have been identified the award recipient shall complete the [Environmental Compliance Questionnaire for National Oceanic and Atmospheric Administration Notice of Federal Funding Opportunity Application](#) and email the completed form to the IOOS Office Environmental Compliance Coordinator at mequela.moreno@noaa.gov before any assets are deployed, installed or launched.

IV. Questions?

Please contact the appropriate point of contact with questions or comments:

Debra Esty (debra.esty@noaa.gov), Grants Specialist (Grant/cooperative agreement questions)

Oriana Villar (Oriana.Villar@noaa.gov), Regional Coordinator (Programmatic questions)