



## **FishAmerica Foundation and NOAA Restoration Center Community-Based Restoration Grant Awards Interim and Final Report Narrative Format**

### **I. Project Title and Reference Number** (as listed on grant award letter)

### **II. Reporting Period**

Indicate whether report is an interim or final submission. Interim reports are due no later than six-months after the grant award date. Final reports are due no later than 30 days following the expiration of the grant award. The report due dates are listed in your grant award contract.

### **III. Project Narrative**

The project narrative should identify the problems that the project has addressed, describe short- and long-term objectives and goals and how they were met, and explain the relevance of the project to enhancing habitat and/or to benefiting living marine resources, including a description of any threatened or endangered species the project will benefit.

### **IV. Methodology**

Describe the methodology used to undertake on-the-ground activities during this reporting period to achieve the project goals and objectives, including the restoration techniques and materials used.

### **V. Results/Progress to Date**

Describe in sufficient detail the **cumulative** status of the project (planning/design, implementation, monitoring, complete) in terms of progress and results achieved during the reporting period. This should include information such as the actual acreage that were restored/enhanced/protected or created to date (**cumulative**), and how this measurement was determined; projected acreage yet to be restored with FAF/NOAA funds; miles of stream that were opened or will be opened for fish passage; lessons learned during this reporting period; challenges or potential roadblocks to future progress; and an updated timeline of remaining tasks needed to complete project.

### **VI. Project or Budget Deviations**

List all changes made to the on-the-ground activities, project design and budget. **ALL** changes made to the project design or budget must receive **prior** approval from FishAmerica before implementation.

**VI. Monitoring and Maintenance Activities**

Describe any monitoring and maintenance that has taken place during the reporting period and/or procedures that are being used to evaluate the relative success of the project in achieving its goals and objectives. When will monitoring results become available?

**VII. Community Involvement**

Describe community support and any public involvement in the project that has occurred during the reporting period, including the specific roles of volunteers in project activities.

**VIII. Outreach Activities**

Describe any outreach or educational activities (e.g. training, brochures, videos, press releases or public events) related to the project that have occurred during the reporting period.

**IX. Supporting Materials**

Project photographs (before, during, and after – high resolution digital images on CD-ROM) are requested as part of the interim report, if available, and required as part of the final report. All photos must include captions describing the depicted image. Please include any supporting materials relating to the project, such as articles/news clippings, project maps, related web sites, and proof of FishAmerica Foundation/NOAA Restoration Center Community-based Restoration Program support (e.g. photographs of signs at project sites, funding credit on outreach materials, press releases with complete program name, etc.) when available.

**X. Funding Information (Cash and In-kind)**

1. Itemized Budget table (similar to example below) showing expenses incurred during the reporting period, for both FAF/NOAA funds and matching contributions. Budget categories must correspond to those described in the approved proposal and listed in the grant award contract.

<b>Budget Category (e.g. personnel, supplies, contractual, etc.)</b>	<b>FAF/NOAA Funds</b>	<b>Matching Contributions</b>	<b>Total Expense</b>	<b>Nature (cash or in- kind) and Source of Match</b>
Materials/Supplies	\$120	--	\$120	--
Salaries	\$2,500	\$2,500	\$5,000	Cash/Grantee
Contracted Services	\$15,000	--	\$15,000	--

2. Budget Narrative: Describe expenditures by category and explain any differences between actual and scheduled expenditures. Include documentation of volunteer hours and in-kind donations.

3. Receipts: You must include receipts for approved expenses. Please complete and include a receipt table (similar to example below) that outlines receipts of **expended FishAmerica funds** included at the time of reporting. Numerous receipts under the same category and invoicing outlet may be combined. At the time of final reporting, the total of **each** approved budget line item must add up to the full amount indicated in the Grant Recipient Agreement. Receipts must only be sent at time of reimbursement request. Please denote any receipts sent at the time of interim report.

Approved Associated Line Item	Vendor Name	Invoice #	FAF Cost	Invoice Date
Salaries				
Contracted Services				
Materials/Supplies				
<b>Total</b>				

**CONTACT INFORMATION**

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Organization (Grantee): \_\_\_\_\_

Fiscal Sponsor (if different from Grantee): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization website (if applicable): \_\_\_\_\_

**PROJECT INFORMATION**

Project Title: \_\_\_\_\_

Project Award Number: \_\_\_\_\_ Project Reporting Period: \_\_\_\_\_

Project Location

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Congressional District(s): \_\_\_\_\_

Landmark (e.g. road intersection, beach): \_\_\_\_\_

Land Ownership (public or private and name of owner): \_\_\_\_\_

Geographic Coordinates (in decimal degrees):

Longitude (X-coord): \_\_\_\_\_

Are there multiple project sites for

Latitude (Y-coord): \_\_\_\_\_

this award?\*  Yes  No

River Basin: \_\_\_\_\_

Geographic Identifier (e.g. Chesapeake Bay): \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Number of Volunteers for FishAmerica/NOAA funded portion of the project: \_\_\_\_\_

Number of Volunteer Hours for FishAmerica/NOAA funded portion of the project: \_\_\_\_\_

Number of Volunteers for overall project (if different from above): \_\_\_\_\_

Number of Volunteer Hours for overall project (if different from above): \_\_\_\_\_

*\*If multiple project sites are part of the same award, please duplicate this form and submit required information for each site.*

**Brief Project Description describing project and projected accomplishments:**

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**List of Project Partners and their contributions (e.g. cash, in-kind, goods and services, etc.)**

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**If permits are required, please list the permits pending and those acquired to date:**

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**RESTORATION INFORMATION**

List the habitat type(s) and acres restored/enhanced/protected or created to date (cumulative) and remainder to be restored/enhanced/protected or created (projected) with FAF/NOAA funds by the end date of the award. Actual and Projected columns should add up to the total(s) for acreage to be restored with FAF/NOAA funds indicated in the approved proposal.

Habitat Type	Projected Acres Restored	Actual Acres	Projected Feet/Miles	Actual Feet/Miles
Tidal wetland/ Salt Marsh				
In-Stream (habitat work)				
In-Stream (fish passage)				
Oyster Reefs (provide numbers)				
Streambank Restoration				
Riparian Restoration				
Spawning/ Rearing Habitat				

**What indirect benefits resulted from this project? (e.g. improved water quality, increased awareness/stewardship)**

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**List of species (fish, shellfish, invertebrates) benefiting from project (common name and/or genus and species):**

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

**MONITORING ACTIVITIES**

**List of monitoring techniques used (e.g. salinity, fish counts, vegetation presence/absence):**

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

**Report Prepared By:** \_\_\_\_\_  
Signature Date

**Please send interim and final progress reports and supporting materials to:**

FishAmerica Foundation  
FAF/NOAA Report  
225 Reinekers Lane, Suite 420  
Alexandria, Virginia 22314

The written report may be submitted electronically in Microsoft Word, WordPerfect or PDF formats. Hardcopies of photographs (on CD), financial receipts, and news articles/press releases must be mailed.

**PLEASE NOTE:** Be sure to save a copy of each report for your records; subsequent submissions of the Project Data Form need only add outstanding information, so that the form is completed in its entirety as part of the **final comprehensive progress report.**

**Questions?** Contact the FishAmerica Foundation at (703) 519-9691 x247.