

NOAA B-WET Progress Report Guidance

Revised 9-9-2016

The following guidance includes suggested information to include in progress reports. Please contact your B-WET Program Manager if you have any questions.

- **Semi-annual Progress Reports** that detail the work being done during the award are due every six months, according to the schedule set out by your Federal Program Officer at the beginning of the award. You have 30 days after the end of the reporting period to submit the semi-annual report in Grants Online.
- A **Final and Comprehensive Progress Report** that details the work that was done over the entire award is due 90 days after end of the award period. This report should also be submitted via Grants Online.

NOTE: Failure to submit reports in a timely manner can result in severe consequences, including suspension of payment, and even suspension or termination of the award. Contact your B-WET Program Manager as soon as possible if you will not be able to submit your report by the deadline.

General Guidelines:

- *Be concise (no need to report on every detailed activity; focus on the larger outcomes/deliverables).*
- *Report on progress made in relation to the timeline, milestones, and tasks that were described in your proposal.*
- *Be sure to include any concerns, delays, challenges, complications or other unexpected changes that you've encountered.*
- *There is not a recommended page number or limit. The only rule is to include the items suggested below in a concise manner.*
- *Please also include links or select attachments that illustrate your progress (newspaper articles, photos of students' work, survey results, lessons developed, etc).*
- *Photos: If you would like to submit photos with your report please upload high resolution photos files separately and include the details for each image in the table below. Images may be used for presentations, publications (both print and web), and other uses.*

Photo Table:

<u>Title</u>	<u>Caption</u>	<u>Photo Credit</u>	<u>Photo Release and Permissions</u> ¹ Y/N

¹ Images provided may be used by NOAA (e.g. on our website or in online or paper publications). Please do not provide images that are you do not want us to use, or if you do not have photo releases for children visible in the image.

**NOAA B-WET Grant Program
Project Progress/Performance Report**

Mark (X) only one box:

Semi-annual Report Final Report

General Information:

Award Number:

Project Title:

Funded Institution:

PI Name(s):

Authorized Representative:

Phone #:

Email Address:

Dollar amount of the award (federal and non-federal match, if applicable):

Project Website (if applicable):

Reporting Period Information:

Award Period: *(Grant start and end dates)*

From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)

Reporting Period: *(Enter the dates covered for semi-annual reports. For the comprehensive final report dates will be the same as the award period.)*

From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)

Progress/Performance Narrative:

For semi-annual reports, the narrative should include the project objectives that were approved in the grant application, details on progress achieved during the reporting period, the audience(s) served, and potential challenges and roadblocks to future progress.

For the final report, be sure to restate the objectives that were approved in the grant application and describe the extent that the objectives were met, the challenges the project has addressed, and the lessons learned.

The Progress/Performance Narrative should include specific discussion of:

Tasks and Timeline

For each task described in your proposal/project plan, please discuss the status in terms of progress toward meeting the deliverables and timeline. Note any concerns, delays, challenges, complications or other unexpected changes that you've encountered and how they will be addressed. Briefly describe planned activities for the upcoming project period and note any foreseeable circumstance that may require an extension to the award period of performance. This section should include the bulk of the report narrative describing project activities over the reporting period in detail.

Audiences:

Please describe the audience(s) served by the project, including grade levels. If available, please include demographic information, such as percent of participating students who are from Title 1 schools or who are English language learners.

Partnerships:

List the current project partners and briefly describe the activities of the partner(s) contributing to or involved with the project during the reporting period.

Stewardship:

Please describe the nature and results of your projects’ stewardship activities for this project period. *Environmental stewardship* is the responsible use and protection of the natural environment through conservation and sustainable practices to enhance ecosystem resilience and human well-being (NOAA Education Strategic Plan, 2015-2035). Please see the B-WET definition of a Meaningful Watershed Education Experience for more discussion of stewardship activities (please see: <http://www.oesd.noaa.gov/grants/bwet.html>).

Examples of stewardship activities include:

- Watershed Restoration or Protection (e.g., create schoolyard habitat, planting trees or grasses, invasive species removal, cleanup (e.g., beach, stream, school, community), raise & release (e.g., fish, oysters, turtles), stormwater management (e.g., rain garden, paint storm drains)
- Everyday Choices (e.g., reduce/reuse/recycle/upcycle, transportation (e.g., carpooling, bike riding, mass transit, walking), composting, energy conservation, water conservation)
- Community Engagement (e.g., outreach, presentations, social media, messaging at community events/fairs/festivals, event-organizing, mentoring, PSAs, flyers, posters)
- Civic Action (e.g., town meetings, voting, writing elected officials/decision makers, advocating for policy change)

Where data is available, please list any quantifiable benefits to the environment as a result of these activities.

Stewardship Activity Table:

For the final report, please include all activities and cumulative quantifiable benefits for the entire project period.

<u>Activity (Please include date and location)</u>	<u>Results</u>	<u>Quantifiable Benefit to the Environment for the Activity (if applicable, metric units preferred)</u>
<i>Student Beach Cleanup</i>	<i>100 student participants, local press coverage, etc.</i>	<i>Number of kilograms of trash removed</i>

Public Meeting Presentation	Recommended town add a fish ladder to dam repair project. Twenty town leaders attended. Recommendation is being considered.	N/A

NOAA Assets:

Note: NOAA’s assets are people, resources, services, or sites that communicate NOAA research, data, information, and knowledge to the public and support NOAA's mission. These include education materials and programs, datasets and visualizations, facilities, subject matter experts, and managed natural resource areas.

The narrative should describe how the project incorporated NOAA staff, education products, data, and/or involved NOAA partners in project activities during the reporting period in order to make progress on or achieve project goals. Please identify specific NOAA resources used (e.g. website, curriculum name) or individuals or offices who have supported the project during this time period.

Financial Reporting:

Include a note on the status of the financial reports submitted by your finance office, and please explain any discrepancy between the planned budget versus actual costs incurred to date.

Sustainability after B-WET grant funding:

For the final report, state how the program will continue, in its current or a modified form, through the future. What elements of the program may be sustained by partners/participating schools? If applicable, explain how any equipment (>\$5000) purchased by the grant will be utilized.

Project Results:

Indicate specific outputs related to, and produced during, this reporting period. Record your outputs in the tables provided below, as applicable.

Participant Output Tables

Please provide information in the tables only for the audiences directly served by the grant activities. Additional outputs may be provided in narrative text. For example: numbers of teachers served in PD programs should be included in the table Educator and Other Audiences table. If their students are not directly served as part of the grant, you may include the numbers of students they are expected to reach in the narrative, but do not include them in the Student Audiences table.

Student Audiences

School	Address	Number of students reached	Cumulative number of students reached for this

		<u>this reporting period</u> ¹	<u>year of project</u> ²
Add rows as needed for additional schools			
TOTAL			

¹These may be the same individuals as reached in previous reporting periods.

²Please provide the cumulative number of unique individuals in this audience reached for the current year of the grant.

Educator and Other Audiences

<u>Audience</u>	<u>Number of individuals reached this reporting period</u> ¹	<u>Cumulative number of individuals reached for this year of project</u> ²
K-12 In-service Educators in Professional Development Programs		
Other (Please specify)		
Add rows as needed for additional audiences		

¹These may be the same individuals as reached in previous reporting periods.

²Please provide the cumulative number of unique individuals in this audience reached for the current year of the grant.

Project Totals (Final Report Only)

For the final report, please include project totals and explain in the narrative any difference between numbers proposed and actually reached.

<u>Audience</u>	<u>Cumulative number of individuals reached for entire project period</u> ¹
K-12 Students	
K-12 In-service Educators in Professional Development Programs	

Other (Please specify)	
Add rows as needed for additional audiences	

¹Please provide the cumulative number of unique individuals in each audience reached directly by this grant.

Project Outcomes and Evaluation:

Please include a description of project outcomes, where possible. For example, outcome evaluation may show that a project was (or was not) successful in changing participants' knowledge, attitudes, skills, intentions, or behaviors. Please discuss any resulting effects on project approach or direction for project improvement.

For semi-annual reports, identify steps taken to evaluate the project (e.g. pre and post test conducted, survey opened, etc.) Summarized evaluation results are not required as the project has not yet concluded.

In the final report, please include a detailed description of evaluation methods followed, a summary of evaluation findings including any conclusions or trends that were found, and copies of any surveys/instruments used as well as a copy of your final evaluation report, if applicable.

In addition to project evaluation, please discuss how you have participated in the B-WET national evaluation system. If you provide professional development to teachers, has teacher contact information been provided to NOAA for the evaluation system? Please discuss how you have used the results of the teacher data collection available to you in online reports, if applicable. Please visit this page for more information:

<http://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>

Other Results:

In addition to what has been described above, please elaborate on any other notable outputs or outcomes of the project. For example, will your NOAA B-WET project support long term integration of environmental education into the local formal education system, or have a positive impact on environmental or education policy?

For the final report, please list presentations made or article published (complete or planned) on the B-WET project. If deliverables such as curriculum products were part of the grant objectives, please describe how they will be used and accessed in the future, and provide NOAA a copy.