

**Virginia Coastal Zone Management Program  
Reporting Guidance  
(Semiannual, Financial and Final Reports)**

**Table of Contents**

Summary of Reports for the Virginia Coastal Zone Management Program.....1

Pointers for Completing the Semiannual Progress Report.....2

Pointers for Completing the Financial Report.....2

Required Components of Final Product Package.....3

Final Report Format.....4

Pointers for Submitting Your Deliverables (Final Products).....5

Reports provided to the Virginia CZM Program serve many functions. In addition to our in-house uses for them, copies of **all** reports and products are provided to NOAA and are catalogued in a national database.

- The **Semiannual Progress Report** is used by the Coastal Program to track and monitor the grantee's progress toward each contract deliverable. Semiannual reports are usually due on April 15<sup>th</sup> and October 15<sup>th</sup>. The Semiannual Progress Reports are compiled and sent to NOAA.
  - Attachments should not be included with your Semiannual Progress Report. Please send further details of progress, drafts, etc. directly to your project manager at Virginia CZM to keep them informed of your progress along the way.
- The **Financial Report** is evaluated by the Virginia CZM Program to insure that expenditures (and match) are consistent with the contracted budget.
- The **Final Project Summary** is posted on the Virginia CZM Program's website as a stand-alone summary of the project for the general public. This Final Project Summary is always due with final products and all are due within 45 days of the Project End Date.
- The **Deliverables or Final Products** communicate to the Virginia CZM Program and NOAA what has been accomplished during the reporting period of the grant with the allocated grant funds. The Deliverables or Final Products are always due within 45 days of the Project End Date.

Progress reports and final products are the primary mechanism by which grantees indicate to the Virginia CZM Program and NOAA accomplishments with the grant funds provided. They should provide tangible evidence of activities completed under the grant and concisely describe to the Virginia CZM Program, NOAA and the general public the major coastal management issues addressed during the reporting period. It should be easy for the Virginia CZM Program staff to review the progress and final reports and pull together "accomplishments" information for our magazine, website or outreach reports and handouts. In general, the progress and final reports should include:

- A concise summary of activities completed during the reporting period. This summary can reference the attachments provided.
- A description of activities completed related to each Product in the Scope of Work highlighting major issues and accomplishments.

### **Pointers for Completing the Semiannual Progress Report**

- Review the Scope of Work before writing the progress report. Remember to check interim product due dates and to discuss progress on each product, even if it is to say that work has not yet commenced.
- Since the text on the Semiannual Progress Report is provided to NOAA from the Virginia CZM Program, avoid using personal pronouns (i.e. "I" or "we") and unqualified subjects (e.g. "staff"). Instead use terms such as, "MP PDC staff" or "the project manager" etc.
- The Semiannual Progress Report should be written so it is easy to read and follow. Avoid using long lists of activities and incomplete sentences.
- Assume the reader is familiar with the contract deliverables. It is not necessary to restate the product descriptions.
- Use the box at the bottom to accurately reflect the percent completion of each Product in the Scope of Work. Each Product should be 100% complete by the Project end date.
- It is not necessary to report on grant administration activities.
- If applicable, fill in the back of the Semiannual Progress Report regarding activities held during the reporting period. Please refer to the text on the back of the report for guidance. Only training events need to be recorded. Then choose only one category that best describes the activity from the provided list (i.e. Public Access, Coastal Water Quality, Coastal Hazards, etc.).
- Please record the amount of funds leveraged during the reporting period, if any, on the back of the Semiannual Progress Report.

### **Pointers for Completing the Financial Report**

- Make sure that the Financial Report shows all expenditures that occurred during the reporting period. All funds should be encumbered by the end date of the grant. The only funds that can be reported from the end date of the grant until the final product due date are those pertaining to the completion or printing of the final product(s). Expenditures can be reported for any budget category in your scope of work that has an assigned dollar amount. Cash advances, if applicable, should only document expenditures made using the cash advance.

- The “unexpended balance” column should reflect any over- or under-expenditures in each budget category
- Fill in EVERY column: Current Expenditures, Cumulative Expenditures, and Unexpended Balance
- When asked to provide back-up financial documentation:
  - Ensure that the receipts submitted add up *exactly* to what is reported on the Financial Report
  - Clearly group and label all backup documentation by the budget category (personnel, supplies, etc.)
  - Provide an Excel spreadsheet that itemizes each expenditure
  - Provide the actual fringe rate for each person paid
  - Provide the actual indirect rate for all personnel and how it is calculated
  - Provide documentation for all federal AND match charges

### **Required Components of Final Product Package**

1. Final Report and/or Products

Please see below for guidelines and requirements on Final Report format and submission.

**Important Note on Acknowledgement:**

*All final products must acknowledge funding from the Virginia CZM Program and NOAA. Acknowledgement language and the Virginia CZM and NOAA logos are available and downloadable from the Virginia CZM website at <http://www.deq.virginia.gov/Programs/CoastalZoneManagement/GranteeGuidanceInformation.aspx>. If you have any questions about this requirement, please contact your Virginia CZM Project Manager.*

2. Final Financial Report

If it has not already been submitted, a *final* Financial Report or IAT- **original and one copy** - must be received with your final product(s). A final payment cannot be processed without this report. When completing the report, carefully review previously submitted financial reports, match amounts in the Budget Column with amounts from your original Financial Report; remember to report match requirements; and place a check in the “final” box in the top right corner of the report form. Remember, the only funds that can be reported from the end date of the grant until the final product due date are those pertaining to the completion or printing of the final product(s). Since CZM holds the final 10% of the budgeted funds for the approval of the final product, a grantee may ask for the final 10% of the budget on the final Financial Report including any funds expended on final product completion or printing. The grantee may ask for more than the last 10% if the precluding 90% hasn’t already been requested.

3. Final Project Summary

A *Final Project Summary* must be submitted with your final product(s). This summary describes the goals and outcomes/accomplishments of your project and outlines and describes all products produced. The summary will be posted on the Virginia CZM Program website (e.g., <http://www.deq.virginia.gov/Programs/CoastalZoneManagement/Funds,Initiatives,Projects/2012Projects/2012VirginiaCZMGrantProjectTask20112.aspx>) The Final Project Summary Form is downloadable from <http://www.deq.virginia.gov/Programs/CoastalZoneManagement/GranteeGuidanceInformation.aspx>.

**Final Report Format**

If you have promised a “Final Report” as one of your grant deliverables, your report should include the following:

- Title Page:  
Please include the title of the report, authors, date, grant number, task number, acknowledgement language and all appropriate logos. The acknowledgement language and logos can be downloaded from <http://www.deq.virginia.gov/Programs/CoastalZoneManagement/GranteeGuidanceInformation.aspx>.
- Page Numbers
- Table of Contents:  
If your “Final Report” is greater than 10 pages in length, has multiple sections, and/or incorporates multiple final products, a table of contents facilitates review of your report by Virginia CZM, NOAA and the general public.
- Executive Summary:  
Your “Final Report” should include an executive summary. If your “Final Report” is a compendium of multiple final products, you can use the text developed for the Final Project Summary as long as it adequately summarizes the products being submitted.

*If you have any questions about the products, or deliverables, promised in your grant Scope of Work, please contact your Virginia CZM Project Manager.*

## **Pointers for Submitting Your Deliverables (Final Products)**

Submit **BOTH** a *digital file* and one (1) *hardcopy* of all deliverables. A digital format is required for submission of deliverables through the federal “Grants Online” system. Virginia CZM is also required to maintain a hardcopy of all deliverables for auditing purposes. Once you have submitted your deliverable(s) digitally, please **mail one hard copy** of your deliverable(s) to the Virginia CZM Program Office. Digital submission can include emails, web links, FTP links or CDs having files under 15MB (for NOAA submissions). You will need to discuss using web links as part of a deliverable with your Project Manager prior to submission. If any of your deliverables cannot be submitted digitally, VA CZM will need two hard copies; one for our files and one to send to NOAA. Hard copies include paper copies for our files and items such as magazines, brochures, CDs containing files over 15MB, DVDs, etc.

Digital file formats accepted include: Microsoft Word, Excel, PowerPoint, GIS-based or Adobe Portable Document Format (PDF).

- Microsoft Word, Adobe Portable Document Format (PDF), Excel, PowerPoint or GIS-based file formats:
  - If the total size of all deliverable files is **10MB or less**, *e-mail one copy of your final product(s) to [april.bahen@deq.virginia.gov](mailto:april.bahen@deq.virginia.gov) and mail one hard copy.*
  - If the total size of all deliverable files is **over 10MB**, *mail one (1) hard copy (on CD) of your final product(s) or two hard copies (i.e. paper copies) if you cannot provide a version of your final product on CD or DVD. Since NOAA is moving to all digital submission, VA CZM highly advises grantees to submit final products digitally when at all possible. CDs or DVDs should have a cover including title of project and product, grant year and task number and appropriate logos.*

**OR**

Provide a link to an FTP site where digital product(s) can be downloaded by Virginia CZM staff.

### Important Notes:

- If your project has multiple deliverables, grantees should try to combine these deliverables into one final report to be submitted both digitally and as a hard copy. Separate deliverables make review by VA CZM staff and submission to NOAA cumbersome. NOAA strongly prefers single submission documents.
- If your deliverables are submitted separately to VA CZM and CZM staff determines that the deliverables can be combined into one report, the grantee may be required to resubmit all deliverables as one final report both digitally and as a hard copy.
- When using graphics in your deliverables (i.e. photos or maps), please compress the graphics files to make the overall final product file size smaller.

- Please try to keep file size under 15MB (for NOAA submission). If your file size is over 15MB, please try to compress it to this size to ensure ease of submission. (If your file size is over 10MB, you will not be able to email the deliverable to VA CZM.)
- If your deliverable(s) are not available in a digital format, please inform your Virginia CZM Grant Project Manager. You will need to provide a total of two (2) hard copies of all products not submitted digitally.
- If you are providing final product in a PDF format, please be sure that it is not password protected.

If you have any questions about formatting and submission of your final product(s), please contact April Bahen, Grants Coordinator, at [april.bahen@deq.virginia.gov](mailto:april.bahen@deq.virginia.gov) or (804) 698-4005. As always, thank you for your efforts in providing these important documents.