# Final/Closeout Performance Report – Gulf Consortium

# Report Date:

# Project Name:

## Is the project on schedule? Choose an item.

For closeout reporting, select “Yes” if the award is closing out on schedule, and “No” if the activities under the award were delayed during the award’s period of performance. In the text box, please provide a brief explanation of delays experienced during the entire award period of performance (e.g. No-cost extensions, etc.).

1. Are there any goals that may not be fully accomplished or metric targets that may not be met within the award time? Choose an item.

Please describe. For closeout reporting, select “Yes”, if any of the project/program goals and/or metric targets identified when the activity was awarded will not be met. If “Yes”, provide an explanation of the goals and/or metric targets not being met, and describe any factors or circumstances that may have played a role in project performance.

If "YES" can those goals be accomplished and metric targets met with a time extension, modification of milestone dates, or other adaptive management strategies? Choose an item.

For closeout reporting, enter the following text: “N/A - Final award closeout report.”

1. Please describe any adaptive management strategies you have implemented or plan to implement to help accomplish project goals and meet metric targets, including a time extension and/or modification of milestone dates. Please also be sure to update this information in the milestones reporting, if appropriate.

For closeout reporting, provide a description of any adjustments to activities that were implemented to meet project goals and objectives (e.g. adjustments to budget spending categories, post-storm assessments, scheduling changes due to unforeseen events, feedback from partners/subrecipients). If the award is for an implementation activity, please also include a description of the anticipated duration of project benefits, and any uncertainties regarding them.

1. Please refer your project’s metric values. Update the "current" value for all metrics, as appropriate.

For closeout reporting, the metric values entered under “current” should match or exceed the target metric values provided when the activity was awarded. If they do not, an explanation of the differences should be provided under Question #2 of the performance report.

1. Have you begun collecting observational data? Choose an item.

For closeout reporting, select “Yes” and indicate which measures and/or metrics for which data were collected for.

1. Are you on schedule to perform all data collection activities described in your ODP? Choose an item.

For closeout reporting, select “Yes” and indicate in the text box that details are provided with the Observational Data Closeout form (to be completed outside of PIPER and uploaded with your performance report). See below for additional information on completing the Observational Data Closeout form.

1. Have you submitted an updated ODP? Choose an item.

Please attach the most recent version of your ODP with this performance report containing any data collection activities performed and noting any additional updates. The only reason this should be no is if there is no updated data collection in the last year. Do not add or remove metrics or targets for metrics. For closeout reporting, your response to this question will likely be “Yes” as a final ODP with updates on all contact information, metrics, and parameters is required before award closeout. See below for additional information on completing the Observational Closeout form.

1. Is your ODP up-to-date? To answer yes, your ODP should accurately reflect all the information available about your planned and/or ongoing data collection and management activities, including the timing and schedule for data collection and management. Please also provide an updated copy of your ODP as an attachment. Choose an item.

For closeout reporting, your response to this question should be “Yes” as a final ODP with updates on all contact information, metrics, and parameters is required before award closeout. See below for additional information on completing the Observational Data Closeout form.

1. Is there information needed to complete your ODP that is still unavailable or TBD? Choose an item.

For closeout reporting, your response to this question should be No” as a final ODP, with updates on all contact information, metrics and parameters is required before award closeout. See below for additional information on completing the Observational Data Closeout form.

1. Have you submitted an updated DMP? Choose an item.

Please attach the most recent version of your DMP with this performance report containing any updated data collection activities performed and noting any additional updates including data types and availability. The only reason this should be no is if there is no updated data collection in the last year. Do not add or remove metrics or targets for metrics.

1. If you have developed any deliverables, reports, or publications (manuscripts in refereed journals, presentations, etc), have they been uploaded to PIPER? Choose an item.

For closeout reporting, please indicate any deliverables that have been uploaded into the Gulf Consortium portal <https://webportalapp.com/webform/deliverables>. Additional details regarding any papers, reports, or publications may be described in the Observational Data Plan Closeout Form.

1. Please refer to your leveraging information provided at project award. Do you have leveraged funding? Choose an item.

### If yes, provide updates to the leveraging information below, as appropriate.

Please describe.

1. If co-funding has been identified for this project, are you on target to receive those funds? Choose an item.

For closeout reporting, the response to this question should be “Yes”. The RESTORE Council definition for “co-funding” specifies that “co-funding” indicates that the funding is required to complete the activity. Therefore, at award closeout all co-funding funds should be “received.”

1. Have you updated your GIS files? Choose an item.

### If "yes," please describe what changed and why. Please also provide an updated zip file with applicable data (shapefiles, etc.).

Please describe if applicable. Note: At award closeout final GIS files that include geospatial data for all areas of activity under the award must be provided.

1. Have you met the requirements of any special award conditions applicable to this performance period? Choose an item.

### If "Yes", please provide a description of the special award condition requirements addressed.

Please describe if applicable.

1. Please provide a summary of work completed under this award during the entire period of performance?

Provide summary here. Please provide detailed justification for any departures from the original scope of work. If portions of your project are not completed, please explain why.

# Observational Data Closeout Form

**Section 1**

1. **Email address:** Please enter the email address of the observational data steward completing the Observational Data Closeout report.
2. **Project Name:** Please enter the full name of your award. Be sure to match this name with the title recorded in PIPER.
3. **Project observational data closeout report submission date**: Enter the date of completion for this data closeout report, at which time all project activities should be considered complete.
4. **I verify that the latest Observational Data Plan (ODP) provided to the Gulf Consortium contains no inaccuracies, missing details, or TBD items, and may be considered final as of the submission of this report.**

At award closeout the final version of the ODP should be uploaded along with the final Performance Report. See the Final Uploads instructions for additional information on uploading ODP documents.

1. **Have you completed observational data collection of all metrics and measures as of the submission of this report?**

At award closeout the observational data collection described for metrics and measures identified in the ODP using award funds should be completed. However, additional data collection may occur following closeout using funds outside of the award (see Question 7 below).

1. **If you anticipate ongoing observational data collection beyond closeout of this award, please describe these activities as well as plans for subsequent data management.**

Please describe any observational data collection expected to take place following award closeout. For example, this could include a long-term monitoring plan to be implemented using leveraged funds.

1. **I verify that the latest Data Management Plan (DMP) uploaded to the Gulf Consortium contains no inaccuracies, missing details, or TBD items, and may be considered final as of the closeout date.**

At award closeout the final version of the DMP should be uploaded along with the final Performance Report.

1. **I have made all other data related to my project publicly available in a digital, machine-readable and non-proprietary format as of the closeout date.**

See explanation for question 9.

1. **For each data type listed in your DMP, please describe how to access the data, providing links if possible. Data collected for each ODP measure should be included.**

These data types should capture all data and derivative products generated under this award. Please provide a permalink for each data type, or if one is not available, provide as much detail as necessary to allow each data type to be readily retrieved based on your description.

1. **If you have not yet made portions of your data publicly available, please explain why and describe when and how it will be shared.**

If any data or derivative products generated under this award are not publicly available, please list them (excluding restricted-use data that has been made available to the Council, per item 9) and provide an explanation for each. Because all Council-funded activities are required to make their data publicly available in a digital, machine-readable and non-proprietary format, we recommend that projects not able to do so prior to closeout reach out to coordinate with Council staff in advance of submitting this closeout report.

**Section 2**

**Project measures - I**

For each of the measures listed in the award Observational Data Plan please provide the following information:

1. **Measure name**
2. **Were the success criteria met? (e.g. targets)**
3. **What was the completion value?**

Units must match the units described in the ODP.

1. **Please briefly describe any related results or findings, if applicable.**
2. **Is there an additional project measure?**

By selecting “Yes” to this question, the Observational Data Closeout Report form will indicate that additional project/program measures are to be reported in. Selecting “No” indicates that there are no additional project/program measures to report on. When there are no more additional project/program measures to report on, please proceed to the Observational Data Closeout Summary section of the Observational Data Closeout Report form.

**Observational Data Closeout Summary**

1. **Based on your observational data, please provide a statement summarizing project achievements (including benefits supporting the project goals and objectives).**

Provide a long-form, narrative response to this question.

1. **Please describe any lessons learned (including lessons learned from the results of your data or data collection activities) not already captured in your closeout reporting.**

Provide a long-form, narrative response to this question, if applicable.

1. **Are there any other “next steps” that may be appropriate with regard to this or similar data collection efforts moving forward?**

Provide a long-form, narrative response to this question, if applicable.