

Program Information Platform for Ecosystem Restoration (PIPER) System User Manual

For Programs with Project Workplans

GULF COAST ECOSYSTEM RESTORATION COUNCIL

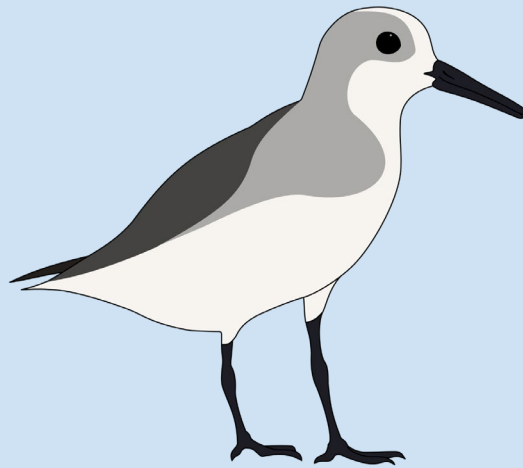


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Section 1: Program Applications

The guidance in this section is intended to assist Gulf Coast Ecosystem Restoration Council (RESTORE Council) award recipients in creating and submitting FPL and SEP program applications in PIPER. Application information is to be submitted in PIPER in addition to the financial information that is submitted through GrantSolutions

Creating an Application

To begin the Application process, please navigate to PIPER (<https://www.restorethegulf.gov/apps/piper>) and Log in.

If you are unable to log into PIPER please contact the RESTORE Helpdesk (helpdesk@restorethegulf.gov).



Step 1: Select the Applications tab at the top of the webpage. This will present you with two options: “View Applications” and “Create Application.” Select “Create Application” to begin.

Step 2: You will then be asked if the application is for a Funded Priorities List (FPL) or a State Expenditure Plan (SEP) funded project. Select the appropriate option and press Save.

Step 3: If this is an FPL application you will be presented with the option to select an existing proposal. Select the approved FPL proposal you are advancing as an application and then select “Add to Application.” If this is an SEP application you will be asked to enter a title for your project. Enter the title and then hit save.

In either case, you will then be brought to the Application Editor, which includes a series of tabs, all of which will be explained in further detail in designated sections of this user manual. If this is an FPL application, these tabs will be prepopulated with information submitted in your selected proposal. You may save your progress by clicking the green save button at the bottom of **each** page to enable you to return to your application if need be. You can **return to an incomplete application** by selecting “View Applications” under the Applications tab on the top of the webpage. Select the pencil icon next to the application you want to edit, allowing you to resume application creation.

For additional instructions on populating data fields for an FPL application please proceed to the [FPL General Application Instructions](#). For instructions on populating an SEP application, please proceed to the [SEP General Application Instructions](#).

For specific guidance on submitting an application for a stand-alone project, please see the please see the guidance for [Stand-Alone Projects](#)

General Program Information

FPL Application General Information Tab

The screenshot shows a web application interface for submitting a program. At the top, there are navigation tabs: General (selected), Goals, Location, Narrative, Workplans, Environmer, Uploads, and Submission. The form contains the following fields:

- 1 Title:** A text input field containing "Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Program".
- 2 Abstract:** A large text area containing a detailed description of the program, including the involvement of GSDCNR and the goals of the restoration and monitoring efforts. A character count at the bottom right indicates "529 of 1500 characters remaining".
- 3 Category:** A dropdown menu set to "Implementation".
- 4 Activity Type:** A dropdown menu set to "Program".
- 5 Program:** A dropdown menu set to "Sample Program".
- 6 Co-sponsoring Agency(ies):** A dropdown menu set to "ALL Council Members *".
- 7 Is this a construction project?:** A checkbox labeled "Yes" which is currently unchecked.
- 8 Project Duration:** A text input field containing the number "3".
- 9 Requested Funding Amount:** A text input field containing "500000".
- RESTORE Act Priority Criteria:** A list of criteria with checkboxes. The first criterion is selected.
 - (I) Projects that are projected to make the greatest contribution to restoring and protecting the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast region, without regard to geographic location within the Gulf Coast region.
 - (III) Projects contained in existing Gulf Coast State comprehensive plans for the restoration and protection of natural resources.
- Priority Criteria Justification:** A large text area containing a justification for the project, mentioning the Bliss Bay NEP's Comprehensive Conservation Management Plan and the project's contribution to SAV restoration and monitoring. A character count at the bottom right indicates "1168 of 2000 characters remaining".

A green "Save" button is located at the bottom right of the form.

- 1. Title:** Create a title for your application using 100 characters or less (including spaces).
- 2. Abstract:** In 1500 characters or less, summarize the program, including the following information:
 - activity name
 - description of activity, including the purpose and goal of the activity
 - anticipated environmental benefits
 - location
 - partners, including subrecipient information
 - other information that might be needed to provide an overview of the activity

This section should be written for the general public. The language provided here may be used verbatim for fact sheets or other public facing documents. Please avoid including specific references to dates in the abstract and project narrative to avoid future potential inconsistencies as the program schedule changes in response to grant application processing and future contract progression.

Use the light gray square in the bottom right-hand corner of the text box to pull down and expand to desired size for better visibility and ease of writing.

The following example abstract may be used as a reference:

Example Abstract

The State of Bliss, through the Bliss Department of Natural Resources (BDNR), is requesting Council-Selected Restoration Component funding for the Council-Approved Bliss Bay SAV Restoration and Monitoring Program (BBSRMP). The program will include planning and implementation projects focused on submerged aquatic vegetation (SAV) restoration in Bliss Bay. Developing strategies to address SAV loss in Bliss Bay will achieve the goal of restoring and conserving habitat. SAV habitat provides numerous ecological functions, but is also vulnerable to stressors such as coastal development and water quality degradation. BBSRMP activities will result in significant environmental benefits to Bliss's natural resources and ecosystems by speeding the recovery of areas that have known losses of SAV beds due to prop scarring or natural disasters.

3. Category: Indicate which category your application falls in. The Council will consider applications from members that address planning or implementation phases, or both, of programs.

Examples of which activities are conducted in the Planning and Implementation phases are:

Planning – FPL submissions may include: planning and development of ecosystem restoration projects and programs; cost estimates; feasibility analysis; engineering and design; environmental compliance and permitting; scientific elements, including evaluation and establishment of monitoring requirements and methods to report outcomes and impacts; and public engagement. **Note: If “Planning” is selected as the application category, the Environmental tab in PIPER will be locked.**

Implementation – FPL submissions may include: construction; public outreach and education; and measurement, evaluation, and reporting of outcomes and impacts of restoration activities.

4. Activity Type: For program applications, select “Program” from the drop down menu. The RESTORE Council provides the following definitions of a program:

Program: A suite of intrinsically-linked restoration and/or conservation activities that must be implemented together in order to achieve the desired outcome. A program should generally be covered by one unified Council environmental compliance review and have a common set of performance measures to effectively assess and measure outcomes. A program's sub-activities may be related in terms of geography, environmental stressors, resources, restoration and/or

protection activities, and more. A program can be separated into a “planning” or “implementation” phase or can include both. One or more members can conduct a program. For example, a single program might be a Gulfwide environmental monitoring effort.

5. Program: Select the appropriate pre-populated FPL program from the drop-down list. **Note: If the appropriate program does not appear in the drop-down list, please contact the RESTORE Helpdesk.**

6. Co-Sponsoring Agencies: Select all co-sponsoring agencies for this application. If there are none, this field may be left blank.

7. Check the box if the application is a construction program. **If the program will have construction in the future, but does not currently have construction activities for which you are requesting funds, do not check this box.**

8. Duration (in months): Enter requested duration of the program award (i.e., number of months to complete the program). In your request, include time required for appropriate permitting, pre-construction and post-construction monitoring (if applicable).

9. Requested Funding: Enter the amount of funding you are requesting for your program. Please align this amount with the funding amount requested for this application in GrantSolutions. **Note: For FPL programs with funding in Category 2, this amount will need to be revised (as the full Program request will be pulled forward from the PIPER Proposal Module).**

10. RESTORE Act Priority Criteria: Activities must meet at least one of the four RESTORE Act Priority Criteria (listed below). For each criteria selected you will need to provide a justification for your selection in the following field. **If you are requesting funding for an FPL program, this information will be auto-populated, and does not need to be revised.**

11. Priority Criteria Justification: Provide justification for how the activity meets the RESTORE Act Priority Criteria selected in the previous field, using a maximum of 2000 characters, including spaces. **If you are requesting funding for an FPL program this information will be auto-populated, and does not need to be revised.**

The Priority Criteria and the ways in which they should be addressed are listed below:

(I) Greatest Contribution: Projects that are projected to make the greatest contribution to restoring and protecting the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast region, without regard to geographic location within the Gulf Coast region. If the activity is designed to address Criterion I: greatest contribution to restoring and protecting natural resources in the Gulf, the application should include a discussion of relevant factors (e.g., scale, duration, and sustainability).

(II) Large-Scale: Large-scale projects and programs that are projected to substantially contribute to restoring and protecting the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast ecosystem. If an activity is designed to

address Criterion II: large-scale projects and programs, the application should include an explanation of how the activity would provide large-scale environmental benefits within the appropriate Gulf-wide, regional, or watershed context, or in the context of the expected benefits of the project or program relative to the restoration needs in the given coastal area.

(III) Existing Gulf Coast State comprehensive plans: Projects contained in existing Gulf Coast State comprehensive plans for the restoration and protection of natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast region. If an activity is designed primarily to address Criterion III, the application should reference the existing Gulf Coast State comprehensive plan containing the activity.

(IV) Restore long-term resiliency of most impacted natural resources: Projects that restore long-term resiliency of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands most impacted by the Deepwater Horizon oil spill. If an activity is designed to primarily address Criterion IV: restore long-term resiliency of natural resources most impacted by the Deepwater Horizon oil spill, the application should include a discussion of relevant factors (e.g., duration, sustainability, and how the proposal would improve an area's capacity to adapt to short- and long-term changes). The application should also discuss how the project or program addresses natural resources most impacted by the spill.

Use the green save button at the bottom of the page to **save your progress and continue**.

If a required field is left empty, or if a field is occupied incorrectly, a red text will appear under the problem fields after clicking the green save button at the bottom of the page

Once you complete and save the General tab, you can navigate to any of the other tabs in the order that you wish.

SEP Application General Information Tab

The screenshot shows the 'General' tab of the SEP application form. It includes a navigation bar with tabs for General, Goals, Location, Narrative, Workplans, Environmer, Uploads, and Submission. The form fields are as follows:

- 1 Title:** Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Program
- 2 Abstract:** The Gulf State Department of Conservation and Natural Resources (GSDCNR) will complete a submerged aquatic vegetation (SAV) restoration program in Bliss Bay, upper Serene Bay, and lower Happy River Delta; and an SAV comprehensive mapping and monitoring program for coastal Gulf State. These programs will speed the recovery of areas that have known losses of SAV beds, either by prop scarring or natural disasters, and provide GSDCNR with vital SAV status and trends data, allowing further investigation to the factors that influence historic SAV loss as well as observed fluctuations in SAV coverage. Additionally, mapping will provide critical SAV extent and species composition data for resource managers and regulatory agencies, better informing regulatory decisions, future
- 3 Category:** Implementation
- 4 Activity Type:** Program
- 5 Program:** Sample Program
- 6 Is this a construction project?:** Yes
- 7 Project Duration:** 3
- 8 Requested Funding Amount:** 500000
- 9 Primary Eligible Activity:** Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches and coastal wetlands of the Gulf Coast region.

A 'Save' button is located at the bottom right of the form.

1. Title: Create a title for your application using 100 characters or less (including spaces). **The title should be consistent with the project title in the approved SEP.**

2. Program Abstract: In 1500 characters or less, summarize the program, including the following information:

- activity name
- description of activity, including the purpose and goal of the activity
- anticipated environmental benefits
- location
- partners, including subrecipient information
- other information that might be needed to provide an overview of the activity

This section should be written for the general public. The language provided here may be used verbatim for fact sheets or other public facing documents. Please avoid including specific references to dates in the abstract and program narrative to avoid future potential inconsistencies as the program schedule changes in response to grant application processing and future contract progression.

Use the light gray square in the bottom right-hand corner of the text box to pull down and expand to desired size for better visibility and ease of writing. The following example abstract may be used as a reference:

Example Abstract

The State of Bliss, through the Bliss Department of Natural Resources (BDNR), is requesting Council-Selected Restoration Component funding for the Council-Approved Bliss Bay SAV Restoration and Monitoring Program (BBSRMP). The program will include planning and implementation projects focused on submerged aquatic vegetation (SAV) restoration in Bliss Bay. Developing strategies to address SAV loss in Bliss Bay will achieve the goal of restoring and conserving habitat. SAV habitat provides numerous ecological functions, but is also vulnerable to stressors such as coastal development and water quality degradation. BBSRMP activities will result in significant environmental benefits to Bliss's natural resources and ecosystems by speeding the recovery of areas that have known losses of SAV beds due to prop scarring or natural disasters.

3. Category: Indicate which category your application falls in. The Council will consider applications from members that address planning or implementation phases, or both, of programs. **Note: If "Planning" is selected as the application category, the Environmental tab in PIPER will be "locked".**

Examples of which activities are conducted in the Planning and Implementation phases are:

Planning – Planning activities may include: planning and development of ecosystem restoration projects and programs; cost estimates; feasibility analysis; engineering and design; environmental compliance and permitting; scientific elements, including evaluation and establishment of monitoring requirements and methods to report outcomes and impacts; and public engagement.

Implementation – Implementation activities may include: construction; public outreach and education; and measurement, evaluation, and reporting of outcomes and impacts of restoration activities.

4. Activity Type: For program applications, select "Program" from the drop down menu. The RESTORE Council provides the following definitions of a program:

Program: A suite of intrinsically-linked restoration and/or conservation activities that must be implemented together in order to achieve the desired outcome. A program should generally be covered by one unified Council environmental compliance review and have a common set of performance measures to effectively assess and measure outcomes. A program's sub-activities may be related in terms of geography, environmental stressors, resources, restoration and/or protection activities, and more. A program can be separated into a "planning" or "implementation" phase or can include both. One or more members can conduct a program. For example, a single program might be a Gulfwide environmental monitoring effort.

5. Program: Select the appropriate pre-populated FPL program from the drop-down list. **Note: If the appropriate program does not appear in the drop-down list, please contact the RESTORE Helpdesk.**

6. Check the box if the application is a construction program.

7. Duration (in months): Enter requested duration of the program award (i.e., number of months to complete the program). In your estimate, include time required for appropriate permitting, pre-construction and post-construction monitoring (if applicable).

8. Requested Funding Amount: Enter the amount of funding you are requesting for your program. **Note:** This amount should align with the funding request in GrantSolutions.

9. Primary Eligible Activity: The RESTORE Act contains eleven categories of activities eligible for funding. For each project or program in a SEP, the State must identify one of the below eleven eligible activities as the primary purpose of the program. Please reference the [2016 State Expenditure Plan Guidelines](#) for additional information.

1. Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches and coastal wetlands of the Gulf Coast region.
2. Mitigation of damage to fish, wildlife, and natural resources.
3. Implementation of a federally-approved marine, coastal, or comprehensive conservation management plan, including fisheries monitoring.
4. Workforce development and job creation.
5. Improvements to or on State parks located in coastal areas affected by the Deepwater Horizon oil spill.
6. Infrastructure projects benefiting the economy or ecological resources, including port infrastructure.
7. Coastal flood protection and related infrastructure.
8. Planning assistance.
9. Administrative costs of complying with the Act.
10. Promotion of tourism in the Gulf Coast region, including recreational fishing.
11. Promotion of the consumption of seafood harvested from the Gulf Coast region.

Note: The primary eligible activity identified in your application must match the activity identified in your approved [State Expenditure Plan](#).

Use the green save button at the bottom of the page to **save your progress and continue**.

If a required field is left empty, or if a field is occupied incorrectly, a red text will appear under the problem fields after clicking the green save button at the bottom of the page

Once you complete and save the General tab, you can navigate to any of the other tabs in the order that you wish.

Program Goals Information

Your Comprehensive Plan Goals indicate which RESTORE Council goals you intend to address through the program. Comprehensive Plan Objectives are more specific actions that will lead to the achievement of the overall goal. The data fields populated on this tab are the same for both FPL and SEP applications.

1&2. Date: Select the anticipated start and end dates for your program.

3&4. Primary: Select one primary goal and one primary objective for your application. Use the drop-down menus to select the **Primary Comprehensive Plan Goal** and the **Primary Comprehensive Plan Objective** that best describes your application.

The Comprehensive Plan Goals are listed below.). Applications must identify which goal(s) the activity will address. An application sponsor must select a single primary goal. One or more secondary goals may be identified, but this is not required. Metrics and quantifiable measures of success will need to be identified for each Comprehensive Plan goal associated with your program (including any secondary goals).

Goal 1: Restore and Conserve Habitat - Restore and conserve the health, diversity, and resilience of key coastal, estuarine and marine habitats;

Goal 2: Restore Water Quality and Quantity - Restore and protect the water quality and quantity of the Gulf Coast region’s fresh, estuarine and marine waters;

Goal 3: Replenish and Protect Living Coastal and Marine Resources - Restore and protect healthy, diverse, and sustainable living coastal and marine resources;

Goal 4: Enhance Community Resilience - Build upon and sustain communities with capacity to adapt to short- and long-term changes; and

Goal 5: Restore and Revitalize the Gulf Economy - Enhance the sustainability and resiliency of the Gulf economy.

The Comprehensive Plan Objectives are listed below. An application sponsor must select a single primary objective. One or more secondary objectives may be identified, but this is not required.

Objective 1: Restore, Enhance and Protect Habitats - Restore, enhance, and protect the extent, functionality, resiliency and sustainability of coastal, freshwater, estuarine, wildlife and marine habitats. These include barrier islands, beaches, dunes, coastal wetlands, coastal forests, pine savannas, coastal prairies, submerged aquatic vegetation, oyster reefs, and shallow and deepwater corals.

Objective 2: Restore, Improve and Protect Water Resources - Restore, improve and protect the Gulf Coast region's fresh, estuarine and marine water resources by reducing or treating nutrient and pollutant loading, and improving the management of freshwater flows, discharges to, and withdrawals from critical systems.

Objective 3: Protect and Restore Living Coastal and Marine Resources - Restore and protect healthy, diverse and sustainable living coastal and marine resources including finfish, shellfish, birds, mammals, reptiles, coral and deep benthic communities.

Objective 4: Restore and Enhance Natural Processes and Shorelines - Restore and enhance ecosystem resilience, sustainability, and natural defenses through the restoration of natural coastal, estuarine and riverine processes, and/or the restoration of natural shorelines.

Objective 5: Promote Community Resilience - Build and sustain Gulf Coast communities' capacity to adapt to short- and long-term natural and man-made hazards, particularly increased flood risks associated with sea-level rise and environmental stressors. Promote ecosystem restoration that enhances community resilience through the re-establishment of nonstructural natural buffers against storms and flooding.

Objective 6: Promote Natural Resource Stewardship and Environmental Education - Promote and enhance natural resource stewardship efforts that include formal and informal educational opportunities, professional development and training, communication and other actions for all ages.

Objective 7: Improve Science-Based Decision-Making Processes - Improve science based decision-making processes used by the Council.

5&6. Secondary: If there are additional goals and objectives applicable to your application, use the fields titled "**Secondary Comprehensive Plan Goals**" and "**Secondary Comprehensive Plan Objectives**" to add any secondary goals and objectives your activity will address. Using the drop-down menus, you can add multiple secondary goals and objectives. If your activity does not address additional goals or objectives, skip these fields.

Note: Metrics and quantifiable targets will need to be identified for each Comprehensive Plan goal and objective associated with a program. This includes primary and secondary goals/objectives.

7. Planning Framework Restoration Technique(s): Use the drop-down menu to select the appropriate Planning Framework technique(s) for your activity. Multiple techniques may be selected. Please

reference the [Additional Metric Guidance](#) for more information, and see the [Planning Framework](#) for descriptions of Council restoration techniques.

Use the green save button at the bottom of the page to **save your progress and continue**.

Program Location Information

The screenshot shows a web form with a navigation bar at the top containing tabs: General, Goals, Location (highlighted), Narrative, Workplans, Environment, Uploads, and Submission. The form has five main sections, each with a callout number in an orange circle:

- 1. Location:** A text input field containing the text: "SAV restoration activities will take place in areas of active and historical presence of SAVs within Bliss Bay. SAV extent and species composition". A character count "130 of 350 characters remaining" is shown at the bottom right of the field.
- 2. Watershed(s):** A dropdown menu showing "South Atlantic-Gulf Region(Mobile-Tombigbee) - Mobile Bay-Tombigbee(Mobile Bay) : 3160205".
- 3. State(s):** A dropdown menu showing "Alabama".
- 4. County/Parish(es):** A dropdown menu showing "AL Baldwin" and "AL Mobile".
- 5. Congressional District(s):** A dropdown menu showing "AL 1".

A green "Save" button is located at the bottom right of the form.

- 1. Location:** Describe the location for the activity in 350 characters or less.
- 2. HUC8 Watershed(s):** Use the drop-down menu to select all HUC8 Watersheds your activity involves.
- 3. State(s):** Use the drop-down menu to select the state(s) in which your activity will take place.
- 4. County/Parish(es):** Use the drop-down menu to select the county/parish(es) in which your activity will take place.
- 5. Congressional District(s):** Use the drop-down menu to select the congressional district(s) in which your activity will take place.

Use the green save button at the bottom of the page to **save your progress and continue**.

Program Narrative Information

Note: Information entered below will be automatically saved if you navigate upward or downward in this tab. You can also choose to save your entries by selecting either of the green save buttons on the top right and bottom right of each page.

Program Introduction and Overview

General
Goals
Location
Narrative
Workplans
Environment
Uploads
Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

Introduction

Methods

Environmental Benefits

Metrics

Risk

Public Engagement

Leveraging

Environmental Compliance

Federally-Recognized Tribes

Bibliography

Introduction and Overview ⓘ
Save Introduction

The Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Project will protect and restore SAV resources in coastal Gulf State. This project is part of a larger effort being undertaken in Gulf State and around the Gulf to protect and restore critically important SAV resources. Based on available data and existing literature, the Gulf of Mexico and adjoining estuaries have experienced widespread SAV losses compared to historical acreages. While improvements in water quality in recent decades have allowed SAVs to rebound in certain areas, restoration and protection efforts are still needed.

In Bliss Bay, SAV mapping efforts were conducted in 1980, 1987, 1994, 2001, 2008 and 2009, and 2015 (Vittor and Assoc., 2004 & 2009). Additionally, the Bliss Bay NEP conducted a historical analysis of SAV coverage in Bliss Bay based on 1940's imagery and current mapping data (Vittor and Assoc., 2005). These studies and mapping efforts show wide scale losses in SAV coverage in Bliss Bay, especially along the eastern and western shorelines of Bliss Bay. However, the data also indicates large fluctuations in SAV coverage along upper Bliss Bay over relatively short time spans. Further, an increase in sea grass coverage in lower Serene Bay over the last 20 years has been noted through interpretation of recent imagery and SAV mapping data.

The Serene Bay Sea Grass Protection and Restoration Project will include annual maintenance and replacement of seagrass protection zone signage, the installation of bird stakes to restore prop scars, the sowing of Vallisneria sp. seeds in upper Serene Bay, and the production and distribution of educational materials to raise awareness of SAV resources in the lower Serene Bay region. The Lower Happy River Delta SAV Restoration Project will consist of a 5-year effort to restore Vallisneria sp. beds in

7093 of 9500 characters remaining

Introduction and Overview: Fully describe the project or program (in 9500 characters or less), including the following information: description of the activity including whether it involves planning and/or implementation, anticipated environmental benefits, environmental stressor(s) being addressed, location, total cost (and amount of Council funding being applied for, if different than total cost), timeline, partners, and other information that might be needed to provide the reader with a full understanding of the activity. This section may briefly discuss and/or reference the specific considerations that will be discussed in other sections of the application.

Describe how the activity:

- Will be carried out in the Gulf Coast Region,
- Addresses one or more of the Council’s Goals and Objectives, and
- Advances the commitments set forth in the [2016 Comprehensive Plan Update](#).

The primary Comprehensive Plan goal and objective must be identified. If you are applying for FPL funding describe how the activity aligns with the Planning Framework.

A primary purpose of this section is to make a clear case for how the project or program meets the applicable Comprehensive Plan goal(s) and objective(s).

Use the light gray square in the bottom right-hand corner of the text box to pull down and expand to desired size for better visibility and ease of writing.

Program Methods

General
Goals
Location
Narrative
Workplans
Environment
Uploads
Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

Introduction

Methods

Environmental Benefits

Metrics

Risk

Public Engagement

Leveraging

Environmental Compliance

Federally-Recognized Tribes

Bibliography

Methods
Save Methods

1

The proposal encompasses a series of projects through leveraged partnership efforts primarily on private lands that are to be used to leverage funds and maximize environmental benefits targeting habitat restoration and enhancement. Led by a NRCS representative, representatives from each partner in the proposal will be a part of a Data Sharing technical team that will meet at least once a year to review progress, share data and coordinate any further changes that may need to be addressed. Needed changes will be put in place as applicable. The proposal leverages partnership financial and technical assistance to complete a multitude of habitat restoration and enhancement projects primarily on private lands along the Texas Gulf Coast. These projects and initiatives have all been identified as high priority candidates for their value in habitat restoration and enhancement. The targeted project area (Map A.) is based on Gulf Coast Prairie soils designated by Common Resource Areas (CRAs) conducive to good habitat restoration along the Texas Coast (Map B.)

This program includes one project: Bliss Bay Project 1: Landowner Engagement (BBP-1), with a funding amount of \$5,000. This project will serve to engage landowners, provide educational opportunities, and introduce them to the techniques used in the conservation management plans.

13656 of 15000 characters remaining

Milestones Summary
Save Methods

2

Overarching Bliss Bay Land Acquisition Program Milestone Summary

Milestone Name: Program Management & Oversight
 Milestone Description: BDCP's oversight and administration of the grant from RESTORE Council and development of subrecipient agreements for multiple land acquisition projects to be funded under the Bliss Bay Land Acquisition Program (BBLAP). This milestone includes identification and development of subrecipient contracts, submission of project-specific workplans to the Council, oversight of grant subrecipients, required annual and close-out grant reporting, and site visits to land acquisition projects.
 Work Products: performance and financial reports, project subrecipient agreements, project workplans, acquisition site visit reports

Workplan#1: Milestone Summary for Upper Bliss River Land Acquisition Project

Milestone Name: UBR: Upper Bliss River #1 Land Acquisition
 Milestone Description: The Bliss River Conservancy will perform due diligence activities and acquire multiple parcels in the Upper Bliss River watershed (approximately 1,500 acres). This milestone includes completion of all pre-acquisition and post-acquisition required documentation.
 Work Products: All pre-acquisition and post-acquisition requirements documentation, Deed, NOFI, and GIS files as detailed in the award SACs.

Milestone Name: UBR: Upper Bliss River #2 Land Acquisition
 Milestone Description: The Bliss River Conservancy will perform due diligence activities and acquire multiple parcels in the Upper Bliss River watershed (approximately 325 acres). This milestone includes completion of all pre-acquisition and post-acquisition required documentation.
 Work Products: All pre-acquisition and post-acquisition requirements documentation, Deed, NOFI, and GIS files as detailed in the award SACs.

1185 of 5000 characters remaining

3

Milestones described in this section are based on best available planning information at the time of the award, and will not reflect changes that arise post-award. Compliance Requirements are work products that must be submitted to the Council prior to closeout per the award conditions, whereas other work products may be useful to share during annual reporting for oversight purposes.

1. **Methods:** Describe the methods to be used in the program, and the reasons that these methods were selected. All methods should be justified using best available science (provide citations); methods may also be justified by other reasons (e.g., cost-effectiveness, technical feasibility).

For example, a marsh restoration project might utilize a particular source or type of sediment based on engineering, ecological, and/or cost-effectiveness issues. Activities that do not involve construction might also involve a particular method. For example, a planning project might use information generated by a specific forecasting model and/or field data collection to inform engineering and design plans. Such methodologies should be described.

If projects are not yet identified at the time of application, please include the following language in the overarching program methods:

“As projects are identified and sub-awarded under this program, workplans that include more specific details of each project will be submitted as part of this award.”

2. **Milestones Summary:** Describe key milestones, compliance requirements, and work products that will occur under the program. Note: Milestones described in this section are based on best available planning information at the time of the award, and will not reflect changes that arise post-award. Compliance Requirements are work products that must be submitted to the Council prior to closeout per the award conditions, whereas other work products may be useful to share during annual reporting for oversight purposes. [Appendix 1](#) includes an example of program and workplan milestone narratives for a land acquisition program.
3. **PIPER Milestone Footnote: PIPER Milestone Footnote:** Because the milestone summary is added at the application stage, there is a footnote in the application editor and print out that indicates that the milestones are based on best available planning information at the time of the award, and will not reflect changes that arise post-award. In many cases, the field does not need to be edited with future amendments. However, if a post-award update includes major scope changes to the overarching program, this field may need to be updated at that time. For more information, please see the [Program Award Amendment](#) section of this guidance.

Use the light gray square in the bottom right-hand corner of the text box to pull down and expand to desired size for better visibility and ease of writing.

Program Environmental Benefits

General
Goals
Location
Narrative
Workplans
Environment
Uploads
Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

- Introduction
- Methods
- Environmental Benefits
- Metrics
- Risk
- Public Engagement
- Leveraging
- Environmental Compliance
- Federally-Recognized Tribes
- Bibliography

Environmental Benefits ⓘ
Save Environmental Benefits

SAV restoration and protection will provide additional critical nursery habitats for many commercially and recreationally finfish and shellfish species and their prey items. SAV also serves to improve water clarity by reducing sediment re-suspension. Healthy SAV beds also provide recreational fishing and snorkeling opportunities, potentially improving the local economy. While improvements in water quality in recent decades have allowed SAVs to rebound in certain areas, restoration and protection efforts are still needed. SAV mapping will acquire vital SAV status and trends data, allowing further investigation to the factors that influence historic SAV loss as well as observed fluctuations in SAV coverage. Additionally, mapping will provide critical SAV extent and species composition data for resource managers and regulatory agencies, better informing regulatory decisions, future restoration efforts and the need for additional long-term SAV monitoring, protection, and restoration.

While this proposal identifies projects specific to Gulf State, every Gulf state faces loss of SAV habitat. The proposed effort could serve as a pilot for a coordinated, Gulfwide effort to monitor and restore SAV resources.

1274 of 2500 characters remaining

Save Environmental Benefits

Environmental benefits: In addition to the discussion of anticipated environmental benefits in the Introduction and Overview section, provide a detailed description of anticipated environmental benefits (in 5000 characters or less). Environmental benefits can be achieved through multiple activities that could be considered for funding (e.g., planning, implementation, science, education, improved resilience). Such benefits can be quantitative (e.g., acres restored or conserved, amount of nutrients or other pollutant reductions) and/or qualitative (e.g., increased community resilience, increased public stewardship of natural resources). Such benefits must be discussed in reference to one or more underlying environmental stressors identified by best available science and/or an applicable ecosystem restoration plan(s).

Some applications such as those involving natural resource stewardship and improving science-based decision-making may not specifically address an underlying environmental stressor. Discuss the rationale for the anticipated duration/sustainability of the environmental benefits that would accrue from the activity (consistent with the following discussion of risks and uncertainties). If the activity involves only planning, engineering and design, and/or permitting (i.e., no construction), this section should make it clear that the actual environmental benefits would only accrue if implementation funding is secured in the future. For a SEP-approved activity without anticipated environmental benefits, describe the anticipated benefits to the economy and/or community resilience (as appropriate, based on the selected Comprehensive Plan goals, objectives, and primary eligible activity for the project).

Program Metrics

Identify metrics for evaluating program objectives, and describe how program success will be evaluated over time.

For programs with project workplans, overarching program metrics are identified as part of the overarching program application. **As workplans are identified under the program, metrics should be added as appropriate to each workplan to support the objectives and quantify the environmental benefits of specific projects.**

Note: Metrics identified at the proposal stage have been pre-populated for FPL applications and may need to be added, removed, or revised at the application stage. If an appropriate metric for this activity is not pre-populated or available in the drop-down list below, please contact Council staff.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: General, Goals, Location, Narrative (selected), Workplans, Environment, Uploads, and Submission. Below the navigation bar is a note: "Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting 'Save' below." On the left is a sidebar menu with items: Introduction, Methods, Environmental Benefits, Metrics (highlighted), Risk, Public Engagement, Leveraging, Environmental Compliance, Federally-Recognized Tribes, and Bibliography. The main content area is titled "Metrics" and contains a note: "Note: Changes for this tab must be saved manually." Below this is a section "Additional Metrics" with a "+ Add Metric" button circled in red with the number 1. Two metric cards are displayed: COI104: Economic benefits - # local contracts : Capacity, Outreach, Incentives and HR007: Marine habitat restoration - Acres of SAV restored : Habitat Restoration. Each card shows Metric Target, Metric Baseline, and Metric Current values, along with a description and Edit/Delete buttons.

1. Add Metric: Select “+Add Metric” and a small window will appear. Use the drop-down menu to select an applicable metric for your application. Metrics are added one at a time.

2 Metrics
HC001 : Conservation easements - Acres protected under easement : Habitat Conservation

3 Target

4 Baseline

5 Current

6 Narrative

1500 of 1500 characters remaining

Close Save changes

2. Metrics: Identify metrics for evaluating program success. The metric(s) identified should be able to support the Comprehensive Plan goal(s) and objective(s) that the program has identified, as well as any anticipated quantifiable environmental benefits. A list of metrics available for selection in PIPER is available [here](#), along with guidance on metric selection. See the [Observational Data Plan Guidelines \(Sections 3.0 and Appendix F\)](#) for additional information on metric selection.

Note: All metrics identified in an application should match the metrics and corresponding parameters identified in the program’s Observational Data Plan (see [here](#) for additional guidance on developing Observational Data Plans for program applications).

3. Target: For each metric, enter the estimated numerical target outcome. If the target for a metric added at the application stage has not yet been identified, such as if the number of environmental compliance documents to be developed is unknown, please indicate this by entering a target value of “0.99.” *The Council acknowledges that additional planning, permitting, or other factors may result in changes to achievable outcomes for metrics. It is thus understood that targets identified for metrics in applications may not be achieved during the period of performance. Material revisions to targeted outcomes may require an FPL amendment (e.g., changes to project scope).*

4. Baseline: For each metric, enter the numerical baseline from which your target number will build. In general, the Baseline and Current values for a metric will be "0" at the application stage, however, this value could be greater than "0" if the program is building off of another activity tracking the same metric.

5. Current: Enter the current numerical status (this number will be updated through annual reports). In general, the Baseline and Current values for a metric will be "0" at the application stage, however, this value could be greater than "0" if the program is building off of another activity tracking the same metric.

6. Narrative: For each metric identified, describe how it will be used to evaluate the program's success over time. The character limit is 1500, including spaces.

Use the light gray square in the bottom right-hand corner of the text box to pull down and expand to desired size for better visibility and ease of writing.

Click **Save Changes**

Repeat the above process for adding metrics until you have added all applicable metrics for your program. You can edit or delete any metric after it has been added using the blue and red buttons associated with each added metric.

Program Risk

General > Goals > Location > **Narrative** > Workplans > Environment > Uploads > Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

Introduction

Methods

Environmental Benefits

Metrics

Risk

Public Engagement

Leveraging

Environmental Compliance

Federally-Recognized Tribes

Bibliography

Risk and Uncertainties

GSDCNR and its project partners have successfully implemented a seagrass protection and restoration project in lower Serene Bay. The proposed lower Serene Bay project will build upon these efforts. Additionally, Vallisneria seed collection and sowing projects have been successful in other locations (see "Research" at: <https://www.disl.org/about/faculty/kheck>). In 2011, GSDCNR funded a pilot Vallisneria seed collection project conducted by the FISL which was successful at germinating collected seeds in a controlled setting. Additionally, as a result of the study conducted by FISL, it appears that there is a viable readily available seed source in the Vallisneria beds of upper Bliss Bay. Finally, GSDCNR and BBNEP have successfully completed SAV mapping projects in 2001, 2008/2009, and 2015. Based on these factors, the uncertainties and risks associated with this project are relatively low, and contingencies are in place. Transplanting a limited number of plugs grown at the lab from healthy Vallisneria beds may be considered in the unlikely event collected seeds are not viable. The aerial survey timeframe factors inclement weather and allows time to collect necessary data around unfavorable sampling conditions.

3763 of 5000 characters remaining

Risk and Uncertainties: Using best available science, summarize risks and uncertainties associated with the activity, along with proposed measures to mitigate such risks and uncertainties. In general, risks and uncertainties should be considered in both the near- and long-term, and with respect to the anticipated lifespan of the proposed program. This section may provide perspective on such risks and uncertainties relative to the potential benefits of the project or program. For example, a long-term risk to the program posed by sea level rise might be offset by the potential near- and mid-term environmental benefits of the activity. Conversely, a potential benefit to the program might be the mitigation of future risks associated with sea level rise, subsidence, and/or storms.

The application should discuss whether the program is vulnerable to applicable climate risks under varying future scenarios, including but not limited to sea level rise, alterations in rainfall patterns, and/or potential increases in hurricane intensity. Consider how such risks might affect the benefits and duration of the program. The application should describe any design or other measures taken to mitigate these risks.

Other applicable risks and uncertainties might include questions and unknowns relating to construction feasibility, unanticipated cost increases, land rights, regulatory review, program timing, public opposition, and/or the potential for unanticipated adverse environmental and/or socio-economic impacts. Any relevant scientific uncertainties and/or data gaps should also be discussed (including the appropriate citations). Proposed measures to mitigate risks should be discussed. For applications that involve only planning (no construction), this section should discuss how the foregoing risks and uncertainties would be addressed in the planning process.

The character limit is 9500, including spaces.

Use the light gray square in the bottom right-hand corner of the text box to pull down and expand to desired size for better visibility and ease of writing.

Program Collaboration/Public Engagement

The [2016 Comprehensive Plan Update](#) outlines the Council’s commitment to engagement, inclusion, and transparency with all stakeholders, including under-represented communities and federally recognized Tribes. Program applications should describe public engagement activities and stakeholder input that was considered in the selection of potential activities within the program. Grant applications should also provide information regarding any additional considerations of stakeholder engagement, education activities, or outreach that took place between proposal submission and the request for disbursement of funds for the project. There should be communication with the Director of External Affairs as public engagement events are developed to allow a broad reach to potential attendees. Additionally, a brief summary of technical stakeholder meetings should be provided to the Director of External Affairs to meet the Council’s commitment to transparency.

Collaboration: As applicable, describe how collaboration was used to identify, develop, and/or refine the program. If applicable, the application should also include a description of the partnerships that will be used to advance the program. The character limit is 1000, including spaces.

Public Engagement, Outreach, and Education: Applications should describe public engagement activities and stakeholder input that were (or will be) considered in the selection of projects under the program. The character limit is 2500, including spaces.

Use the light gray square in the bottom right-hand corner of the text box to pull down and expand to desired size for better visibility and ease of writing.

Program Leveraging

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

Introduction

Methods

Environmental Benefits

Metrics

Risk

Public Engagement

Leveraging

Environmental Compliance

Federally-Recognized Tribes

Bibliography

Leveraging ⓘ

Note: Changes for this tab must be saved manually.

Funds: \$100,000	Source: NOAA	
Type: Bldg on Others	Source Type: Other Federal	
Status: Proposed		

Description: Leveraged NOAA funds will be used to develop a pilot application to demonstrate how the AL SAV Restoration and Monitoring project can be scaled to the entire Gulf Region. This is a NOAA CMAP deliverable.

+ Add Leveraging

Edit

Delete

The [Comprehensive Plan Update](#) emphasizes the importance of collaboration among the Council members and with other Gulf restoration funding sources and stakeholders. As applicable, describe how such collaboration was used to identify, develop, and/or refine the program. If applicable, the application should also include a description of the partnerships that will be used to advance the program. Sponsors of planning programs that do not have associated Category 2 implementation applications are encouraged to provide information regarding potential implementation funding sources, when such information is available. Leveraged funds can either be described as “Co-funding,” “Adjoining,” or “Builds on Other Resources” (defined below).

1. In order to add a leveraged resource click “+Add Leveraging” and a small window will appear. Leveraging opportunities are added one at a time.

The screenshot shows a 'Leveraging' form with the following fields and callouts:

- 2**: Funding Amount (text input field containing '100000')
- 3**: Funding Type (dropdown menu showing 'Bldg on Others')
- 4**: Source (text input field containing 'NOAA')
- 5**: Source Type (dropdown menu showing 'Other Federal')
- 6**: Status (dropdown menu showing 'Proposed')
- 7**: Description (text area containing: 'Leveraged NOAA funds will be used to develop a pilot application to demonstrate how the AL SAV Restoration and Monitoring project can be scaled to the entire Gulf Region. This is a NOAA CMAP deliverable.'

Buttons at the bottom: 'Close' and 'Save changes'.

2. Funds: Enter the total leveraged funding amount for the funding source described below. **Note:** Decimal value cannot have more than 2 digits after the decimal.

3. Type: Use the drop-down menu to select the type of leveraging you are describing. The types of funding available are:

Co-funding: Costs will be shared across funding from two or more sources. The leveraged funding from all sources is required in order to achieve the program objective. In cases where co-funding is to be used, the commitment of such leveraged resources is required prior to award of Council-Selected Restoration Component funds. There may be an exception to this rule in cases where a program could be scaled down in the event that the anticipated co-funding did not materialize. In such cases, the Council would need to consider whether an FPL amendment and/or award amendment would be needed to address the change in program scale;

Adjoining: Activities are proposed in a location that adjoins another existing or proposed activity. Geographic proximity is key to this type of leveraging of resources across activities;

Builds on other work: The program builds upon activities completed or ongoing as part of other activities but is not captured by either of the other two types of leveraging.

4. Source: Indicate the name of the agency/organization providing the leveraging funds.

5. Source Type: Use the drop-down menu to select the source type for the resources that may be leveraged with your activity.

6. Status: Use the drop-down menu to select the status of the leveraged funds being described. Options are Proposed (funds that have been proposed and may be provided if the application is awarded), Committed (funds that have been committed to be received for the activity), and Received.

7. Description: Provide a brief narrative for the leveraging funding you are provided.

Tip: Use the light gray square in the bottom right-hand corner of each text box to pull down and expand to desired size for better visibility and ease of writing.

8. You can **edit or delete** any leveraging opportunity after it has been added using the blue and red buttons associated with each leveraging opportunity.

Program Environmental Compliance

General Goals Location **Narrative** Workplans Environment Uploads Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

Introduction
Methods
Environmental Benefits
Metrics
Risk
Public Engagement
Leveraging
Environmental Compliance
Federally-Recognized Tribes
Bibliography

Environmental Compliance

Save Environmental Compliance

In Gulf State, the gathering of SAV seeds in a non-destructive manner is not subject to regulatory requirements. Additionally, this restoration project is considered a Permissible Use under Bliss Bay Coastal Area Management Program. No USACE permit is required for seed gathering or sowing. Seeding plots will be marked in a non-permanent manner using biodegradable natural materials, which will not require USACE permits.

The Department of Interior (DOI) has advised the Council that the SAV restoration and monitoring activities have independent utility and would be covered by DOI National Environmental Policy Act (NEPA) Categorical Exclusions (CEs) for reintroduction or supplementation of native species and nondestructive data collection. (Though related, the SAV monitoring program is a coast-wide activity that could proceed independent of the SAV restoration activities.) The DOI has advised the Council that the subject CEs cover the subject activities, and that there are no extraordinary circumstances. The Council is using these CEs for these activities, consistent with Section 4(d)(4) of the Council's National Environmental Policy Act (NEPA) Procedures, which enables the Council to use member CEs, where appropriate. Based on information provided by DOI, the Council has also considered potential

931 of 2500 characters remaining

Save Environmental Compliance

Environmental Compliance: Provide an overview of the Environmental Compliance documentation that will be updated as part of this application. The character limit is for this section 2500, including spaces.

Note: The Environmental Compliance checklist form located under the "Environmental" tab must be completed for all applications that include implementation funding.

All applications must address environmental compliance. For activities under the Council-Selected Restoration Component, applications should indicate whether Category 1 or Category 2 status is being

sought for the given activity. For applications involving implementation activities, the environmental compliance checklist will be used in the application platform to summarize the status of an application with respect to applicable environmental laws as part of the Environmental section (below). Applications seeking only planning funds do not need to complete the checklist (the checklist will be locked in PIPER for planning-only applications). In addition to the checklist, following are instructions for environmental compliance related information that should be included in the submission, depending on the type of program.

Planning: No environmental compliance documentation is needed for applications covering only planning activities that do not involve ground disturbing activities that affect the environment. As noted above, the environmental compliance checklist is not applicable to activities that involve only planning. In the event that the planning activities involve geotechnical or other physical data collection, the sponsor of the planning activity is responsible for ensuring that any applicable laws are addressed before initiating such data collection.

Environmental Education and Outreach: No environmental compliance documentation is needed for applications covering only outreach, education, or related activities that do not involve ground disturbing activities that affect the environment. The environmental compliance checklist is not applicable to such outreach, education, and related activities.

Implementation Activities with Environmental Impacts: All requests for funding for implementation activities that could have environmental impacts must be accompanied by documentation demonstrating compliance with all applicable environmental laws and regulations. In cases where compliance with such laws has not yet been completed at the time the application is submitted, the associated award will contain a condition requiring compliance with these laws prior to release of implementation funding. All environmental compliance documentation should be uploaded in PIPER (or included via a link to the internet location of the documentation). Use the light gray square in the bottom right-hand corner of each text box to pull down and expand to desired size for better visibility and ease of writing. Applicants for implementation activities must complete the environmental compliance checklist. (Note that applications for FPL Category 1 implementation funding will need to include documentation demonstrating compliance with any environmental laws and regulations that were not addressed at the time of FPL approval by the Council. This would include laws other than NEPA, ESA, NHPA and the Magnuson-Stevens Act, as such laws would have been addressed by the Council at the time of FPL approval.)

Program Federally-Recognized Tribes

The screenshot shows a web application interface with a navigation bar at the top containing tabs: General, Goals, Location, Narrative (active), Workplans, Environment, Uploads, and Submission. Below the navigation bar is a note: "Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting 'Save' below." The main content area is divided into a sidebar on the left and a main form area on the right. The sidebar contains a list of sections: Introduction, Methods, Environmental Benefits, Metrics, Risk, Public Engagement, Leveraging, Environmental Compliance, Federally-Recognized Tribes (highlighted in blue), and Bibliography. The main form area contains a question: "Does this project benefit tribal lands?" with a dropdown menu showing "No". Below this is another dropdown menu labeled "Federally-Recognized Tribes" with the text "Select Some Options" and a scroll arrow. There are two green buttons labeled "Save Federally-Recognized Tribes" on the right side of the form. Two orange callout boxes with numbers 1 and 2 are overlaid on the form. Callout 1 points to the "No" dropdown menu, and callout 2 points to the "Federally-Recognized Tribes" dropdown menu.

1. Is this submitted on behalf of a Federally-recognized Tribe?: Use the drop-down menu to select yes or no. If you selected yes, move on to the next drop-down menu. If you selected no, you have completed this page and can continue to the “Bibliography” tab.

2. Federally Recognized Tribes: Use the drop-down menu to select all Federal Tribes associated with the activity. Multiple tribes may be selected.

Program Bibliography

Please list all literature cited in the application, and please provide the appropriate links where available. There is no character limit.

Use the light gray square in the bottom right-hand corner of each text box to pull down and expand to desired size for better visibility and ease of writing.

Workplans

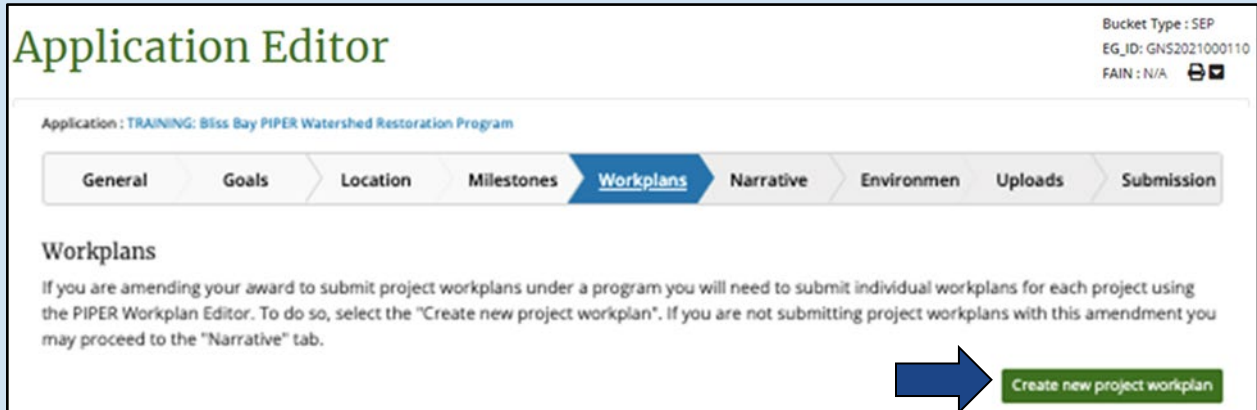
Through FPLs and SEPs, the Council has approved funding for programs that include a suite of projects to be managed together under the program award. Each project under a program must submit a project-specific workplan for review and approval by Council staff. If project-specific workplan information is available at the time that a program application is submitted, it may be submitted with the application. Otherwise, this information is submitted as part of an amendment to the award, using the [PIPER Amendment Module](#).

If you are submitting one or more workplans under the program application, you will need to submit individual workplans for each project using the PIPER Workplan Editor. Guidance on submitting workplans can be found below. Please submit workplans before proceeding to the [application Environmental Compliance section](#) below.

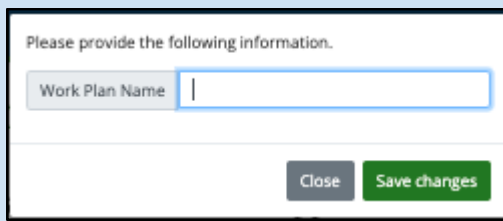
If you are not submitting workplans with your application you may proceed [application Environmental Compliance section](#) to complete the program application.

The following pages will walk you through submitting a workplan as part of a program application.

Step 1: To submit workplans under the program application, select “Create new workplan” found on the “Workplans” tab of the Amendment Module.



Step 2. A pop-up screen will appear asking you to name your workplan. **Note: workplan names should be unique for each workplan. Please ensure that the workplan name provided in the PIPER Workplan Editor matches that provided in other uploads, such as the Program eODP.** Click “Save changes.”



Step 4: You will then be brought to the Workplan Editor, which includes a series of tabs with fields to be populated with information specific to the workplan.¹ The following sections of this guidance document provide information on populating these fields.

Some information in these tabs will be pre-populated with information submitted in your selected award application. The pre-populated information may be revised, but should align with the information in the overarching program award.

You may save your progress by clicking the green “Save” button at the bottom of the Workplan Editor tabs to enable you to return to the workplan, if need be. You can return to an incomplete workplan by selecting “View Workplans” under the Post-Award tab on the top of the webpage. Selecting the pencil icon next to the workplan you want to edit, will allow you to resume completing the workplan information.

¹ A fillable word document template of Workplan Editor fields is available [here](#).

General Workplan Information

Workplan Editor

[← Back to Amendment](#)

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

General
Goals
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1 Workplan Name

80 of 100 characters remaining

2 Workplan Identifier

Available

3 Project Duration (

5 Category

4 Requested Funding Amount

Program Consistency

5000 of 5000 characters remaining

- 1. Workplan Name:** Provide unique workplan name
- 2. Workplan Identifier:** Provide a brief, unique project identifier (e.g., BOPP-1). **Note: A unique identifier must be created (PIPER will indicate if the identifier has already been used by another workplan).**
- 3. Project Duration:** Enter the number of months the project is expected to take.
- 4. Requested Funding Amount:** Provide project-specific funding request.
- 5. Program Consistency:** (Character limit: 5000) Describe how the workplan is consistent with the overarching program description. Please describe how the program decision process used best available science to identify the project.²

² External best available science reviews will be conducted for applicable submitted project-specific workplans. Applicants should provide the appropriate technical justification and citations that support their assertions of project benefits and appropriateness of their methods throughout the workplan narrative information..

Workplan Goals

Workplan Editor ← Back to Amendment

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

General **Goals** Location Narrative Uploads Submission

Project-specific Comprehensive Objective(s)

1 Protect and Restore Living Coastal and Marine Resources

Project-specific Planning Framework Technique(s)

2 Protect and conserve coastal, estuarine, and riparian habitats : Habitat management and stewardship

Protect and conserve coastal, estuarine, and riparian habitats : Land acquisition

Save

- 1. Project-specific Comprehensive Objective(s):** Indicate the Comprehensive Plan Objective(s) that apply to the project. Multiple objectives may be selected. **Note:** Project objectives should align with the overarching program objectives.
- 2. Project-specific Planning Framework Technique(s):** Indicate the Planning Framework technique(s) that apply to the project. Multiple techniques may be selected. Please reference the [Planning Framework](#) for additional information on Council restoration techniques. **Note:** Update the technique selections for the overarching program award application in the PIPER application, as needed, to include all project techniques identified here.

Workplan Location

Workplan Editor ← Back to Amendment

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

General | Goals | **Location** | Narrative | Uploads | Submission

Location 350 of 350 characters remaining

Watershed(s)

State(s)

County/Parish(es) Congressional District(s)

1. **Location:** (Character limit: 350) Provide a short description of the location for the project.
2. **Watershed(s):** From the pre-populated program information, select which HUC8 Watersheds the project will take place.
3. **State(s):** From the pre-populated program information, select which state(s) the project will take place in.
4. **County/Parish(es):** From the pre-populated program information, select which counties or parishes the project will take place in.
5. **Congressional District(s):** From the pre-populated program information, select which congressional district the project will take place in.

Workplan Narrative Information

Note: Information entered below will be automatically saved if you navigate upward or downward in this tab. You can also choose to save your entries by selecting either of the green save buttons on each page.

Workplan Introduction

The screenshot displays the 'Workplan Editor' interface. At the top, the title 'Workplan Editor' is shown in green, with a 'Back to Amendment' link and a trash icon to the right. Below the title, the application name 'TRAINING: Bliss Bay PIPER Watershed Restoration Program' is listed. A navigation bar contains five tabs: 'General', 'Goals', 'Location', 'Narrative' (which is highlighted in blue), 'Uploads', and 'Submission'. A note states: 'Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' On the left, a sidebar menu lists 'Introduction' (highlighted in blue), 'Methods', 'Benefits', 'Metrics', 'Risk', and 'Public Engagement'. The main content area is titled 'Project-specific Introduction and Overview' and contains a large text input field. A green 'Save Introduction' button is located at the top right of the text area. At the bottom right of the text area, a character count indicates '9500 of 9500 characters remaining'. A second green 'Save Introduction' button is positioned at the bottom right of the form.

Introduction and Overview: (*Character limit 9500*): Provide an introduction and overview of the project including the following information:

- General description of the project;
- General description of anticipated environmental benefits;
- Environmental stressor(s) being addressed;
- Timeline (anticipated duration);
- Partners;
- Any information that might be needed to provide the reader with a full understanding of the project.

Workplan Methods

General
Goals
Location
Narrative
Uploads
Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

- Introduction
- Methods
- Benefits
- Metrics
- Risk
- Public Engagement
- Leveraging
- Environmental Compliance
- Federally-Recognized Tribes
- Bibliography

1 Project-specific Methods Save Methods

9500 of 9500 characters remaining

2 Milestones Summary Milestones described in this section are based on best available planning information at the time of the award, and will not reflect changes that arise post-award. Compliance Requirements are work products that must be submitted to the Council prior to closeout per the award conditions, whereas other work products may be useful to share during annual reporting for oversight purposes.

3

5000 of 5000 characters remaining

Save Methods

1. **Methods:** Describe the methods to be used in the project, and the reasons that the methods were selected. All methods should be justified using best available science (provide citations); and may also be justified by other reasons (e.g., cost-effectiveness, technical feasibility).
2. **Milestones Summary:** Describe key milestones, compliance requirements, and work products that will occur under the project workplan. [Appendix 1](#) includes an example of program and workplan milestone narratives for a land acquisition program. **Note: Milestones described in this section are based on best available planning information at the time of the award, and will not reflect changes that arise post-award. Compliance Requirements are work products that must be submitted to the**

Council prior to closeout per the award conditions, whereas other work products may be useful to share during annual reporting for oversight purposes.

- PIPER Milestone Footnote:** Because the milestone summary is added at the application stage, there is a footnote in the workplan editor and print out that indicates that the milestones are based on best available planning information at the time of the award, and will not reflect changes that arise post-award. In many cases, the field does not need to be edited with future amendments. However, if a post-award update includes major scope changes such as the addition of an implementation component to an existing planning workplan, this field may need to be updated at that time. For more information, please see the [Program Award Amendment](#) section of this guidance.

Workplan Benefits

The screenshot shows the 'Workplan Editor' interface. At the top, there is a navigation bar with tabs for 'General', 'Goals', 'Location', 'Narrative', 'Uploads', and 'Submission'. The 'Narrative' tab is currently selected. Below the navigation bar, there is a note: 'Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' The main content area is titled 'Project-specific Environmental Benefits' and contains a large text input field. To the right of the input field is a green 'Save Benefits' button. On the left side of the input field, there is a vertical menu with options: 'Introduction', 'Methods', 'Benefits', 'Metrics', and 'Risk'. The 'Benefits' option is currently selected and highlighted in blue.

Project-specific Environmental Benefits: (*Character Limit: 5000*) In addition to the overview of anticipated environmental benefits in the Workplan Introduction section, provide a more detailed description of anticipated project-specific environmental benefits here.

Workplan Metrics

When creating a program application in PIPER, programmatic metrics should be added or updated on the overarching program award application, as appropriate, to support the objectives and quantify the environmental benefits of the projects under the program.

Because the program award is the “Parent” record, and any workplans are nested under it, any metric added to a workplan should first be listed in the program. Then, workplan metrics are specified in the workplan editor. When you first navigate to this tab, you will be presented with a list of all overarching program metrics.

1. If the workplan will track a metric, click “Add Metric to This Workplan.” Enter the work plan-specific baseline, target, and current values as well as a narrative description.

The screenshot displays the 'Workplan Editor' interface for the 'TRAINING: Bliss Bay PIPER Watershed Restoration Program'. The 'Narrative' tab is active. A sidebar on the left lists various sections, with 'Metrics' selected. The main content area shows 'Workplan-specific Metrics' with a table of metrics. A modal window titled 'Edit Metric' is open, showing fields for 'Metric' (selected as 'HC006 - Habitat management and stewardship - # sub-grants/agreements'), 'Baseline', 'Current', 'Target', and 'Narrative'. A 'Save changes' button is visible at the bottom of the modal. A red circle with the number '1' points to the 'Add Metric to This Workplan' button at the bottom right. Another red circle with the number '2' points to the 'Add/Edit Award Metric' button at the top right.

2. If you are adding a workplan that is tracking a new metric that is not yet indicated in the overarching program, click “Add or Edit Award Metric” to return to the program amendment and add the metric there before adding it to the workplan.
 - a. The program award should be modified, even if there is only one workplan using the new metric, since all the workplans roll up to the overarching program

Workplan-specific Metrics

All program award metrics are displayed below. Please add workplan specific metrics for this workplan. [+ Add/Edit Award Metric](#)



Workplan metric targets should contribute to the target value for the overall program award. If you need to edit the target value for the overall program award metric or add a new metric, please click "Add or Edit Award Metric" to navigate back to the amendment editor to add the metric for the program award.

Award Metric Information

HC006 : Habitat management and stewardship - # sub-grants/agreements : Habitat Conservation

Metric Baseline: 10 Metric Current: 10 Metric Target: 200

Description: Through a partnership with Bliss Bay State Soil and Water Conservation Board (TSSWCB) and local Soil and Water Conservation Districts (SWCD) via a contribution agreement signed with NFWF, technical assistance with a goal of writing 200 conservation plans/stewardship plans on private lands with private landowners geared towards promoting migratory and shorebird habitat is in place.

Workplan Identifier	Baseline	Current	Target	
BBWP1	0	0	5	 

HC001 : Conservation easements - Acres protected under easement : Habitat Conservation

Metric Baseline: 0 Metric Current: 0 Metric Target: 4000

- Once the workplan metric information has been added, it will appear as nested underneath the program metric, with the workplan identifier, baseline, current, and target value.
- Workplan-specific metric information may be edited or deleted by selecting the "Pencil" or "Trash Can" button.

Workplan Risk

The screenshot shows the 'Workplan Editor' interface. At the top, there is a navigation bar with tabs for 'General', 'Goals', 'Location', 'Narrative' (which is active and highlighted in blue), 'Uploads', and 'Submission'. A 'Back to Amendment' link is visible in the top right corner. Below the navigation bar, a note states: 'Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' On the left side, there is a vertical menu with various sections: 'Introduction', 'Methods', 'Benefits', 'Metrics', 'Risk' (highlighted in blue), 'Public Engagement', 'Leveraging', 'Environmental Compliance', 'Federally-Recognized Tribes', and 'Bibliography'. The main content area is titled 'Project-specific Risk' and contains a large text input field. A 'Save Risk' button is located to the right of the input field. Below the input field, a character count indicates '9500 of 9500 characters remaining'. A second 'Save Risk' button is located at the bottom right of the main content area.

Project-specific Risk: (Character Limit: 9500) Using best available science, summarize risks and uncertainties associated with the project, along with proposed measures to mitigate such risks and uncertainties. In general, risks and uncertainties should be considered in both the near- and long-term, and with respect to the anticipated lifespan of the proposed program. This section may provide perspective on such risks and uncertainties relative to the potential benefits of the proposed project. For example, a long-term risk to the project posed by sea level rise might be offset by the potential near- and mid-term environmental benefits of the project. Conversely, a potential benefit of the proposed project might be the mitigation of future risks associated with sea level rise, subsidence, and/or storms.

Workplan Public Engagement

The screenshot shows the 'Workplan Editor' interface. At the top, there is a navigation bar with tabs for 'General', 'Goals', 'Location', 'Narrative' (which is active and highlighted in blue), 'Uploads', and 'Submission'. A 'Back to Amendment' button is located in the top right corner. Below the navigation bar, a note states: 'Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' On the left side, there is a vertical menu with options: 'Introduction', 'Methods', 'Benefits', 'Metrics', 'Risk', 'Public Engagement' (highlighted in blue), 'Leveraging', 'Environmental Compliance', 'Federally-Recognized Tribes', and 'Bibliography'. The main content area contains two text input fields. The first field is titled 'Project-specific Public Engagement, Outreach, and Education' and has a character limit of 2500. The second field is titled 'Project-specific Collaboration' and has a character limit of 1000. Both fields have a 'Save Engagement & Collaboration' button to their right.

Project-specific Public Engagement, Outreach, and Education: (Character Limit: 2500) Workplans should describe public engagement activities and stakeholder input that was considered in the selection of the project.

Project-specific Collaboration: (Character Limit: 1000) As applicable, describe how collaboration was used to identify, develop, and/or refine the proposed project. If applicable, the workplan should also include a description of the partnerships that will be used to advance the proposed project.

Workplan Leveraging

The screenshot shows the 'Workplan Editor' interface for the 'TRAINING: Bliss Bay PIPER Watershed Restoration Program'. The navigation bar includes tabs for General, Goals, Location, Narrative (selected), Uploads, and Submission. A 'Back to Amendment' link is visible in the top right. A note states: 'Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' On the left is a vertical menu with options: Introduction, Methods, Benefits, Metrics, Risk, Public Engagement, Leveraging (highlighted), and Environmental Compliance. The main content area is titled 'Project-specific Leveraging' and includes a note: 'Note: Changes for this tab must be saved manually.' A green '+ Add Leveraging' button is located on the right side of the main content area.

The workplan narrative tab also includes a section where you will enter project-specific leveraging information.

Click “Add Leveraging” to enter the information about the leveraging source, and then save to add it to the workplan.

If you have a source of leveraging that applies to the entire program, please be sure to add it to the overarching program application and NOT the workplan. Workplan leveraging should be specific only for leveraging sources that apply to a single workplan activity.

Workplan Environmental Compliance

The screenshot shows the 'Workplan Editor' interface. At the top, there is a navigation bar with tabs for 'General', 'Goals', 'Location', 'Narrative' (which is active), 'Uploads', and 'Submission'. A 'Back to Amendment' button is located in the top right corner. Below the navigation bar, a note states: 'Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' On the left side, there is a vertical menu with options: 'Introduction', 'Methods', 'Benefits', 'Metrics', 'Risk', 'Public Engagement', 'Leveraging', 'Environmental Compliance' (which is highlighted), 'Federally-Recognized Tribes', and 'Bibliography'. The main content area is titled 'Project-Specific Environmental Compliance' and contains a large text input field. A 'Save Environmental Compliance' button is positioned in the top right of this section. Below the text field, there is a character count: '2500 of 2500 characters remaining'. Below the text field, there are two dropdown menus. The first is labeled 'Are implementation funds being requested for this project?' and the second is labeled 'If yes, has a project EC checklist been provided?'. Both dropdown menus currently show a downward arrow.

Project-Specific Environmental Compliance: (Character Limit: 2500) Provide an overview of the Environmental Compliance documentation that will be updated as part of this project, if applicable. Environmental Compliance documentation is not needed for workplans that involve only planning activities. Implementation funding will not be released until the sponsor has provided documentation demonstrating compliance with all applicable environmental laws.

Note: A [Project-specific Environmental Compliance Checklist](#) must be completed and uploaded for workplans involving implementation funding. If a workplan involves only planning funds, the Environmental Compliance Checklist does not apply.

Workplan Tribal Information

The screenshot shows the 'Workplan Editor' interface for the 'TRAINING: Bliss Bay PIPER Watershed Restoration Program'. The 'Narrative' tab is active. A navigation bar at the top includes 'General', 'Goals', 'Location', 'Narrative', 'Uploads', and 'Submission'. A note states: 'Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' On the left is a vertical menu with options: Introduction, Methods, Benefits, Metrics, Risk, Public Engagement, Leveraging, Environmental Compliance, Federally-Recognized Tribes (highlighted), and Bibliography. The main content area contains the question 'Is this submitted on behalf of a Federally-recognized Tribe?' with a 'No' dropdown menu and a 'Save Federally-Recognized Tribes' button. Below this is a 'Federally-Recognized Tribes' dropdown menu with the text 'Select Some Options' and another 'Save Federally-Recognized Tribes' button.

1. Is this submitted on behalf of a Federally-recognized Tribe?: Use the drop-down menu to select yes or no. If you selected yes, move on to the next drop-down menu. If you selected no, you have completed this page and can continue to the “Bibliography” tab.

2. Federally Recognized Tribes: Use the drop-down menu to select all Federal Tribes associated with the activity. Multiple tribes may be selected.

Note: Project-specific selections should be consistent with the Federally-Recognized Tribes information included in the overarching program award record in PIPER.

Workplan Bibliography

The screenshot shows the 'Workplan Editor' interface. At the top, there is a navigation bar with tabs for 'General', 'Goals', 'Location', 'Narrative' (which is highlighted in blue), 'Uploads', and 'Submission'. Below the navigation bar, there is a note: 'Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' The main content area is divided into two sections. On the left, there is a vertical list of menu items: 'Introduction', 'Methods', 'Benefits', 'Metrics', 'Risk', 'Public Engagement', 'Leveraging', 'Environmental Compliance', 'Federally-Recognized Tribes', and 'Bibliography' (which is highlighted in blue). On the right, there is a large text input area for the 'Bibliography' section. Above the text area, there is a 'Bibliography' label and a 'Save Bibliography' button. Below the text area, there is another 'Save Bibliography' button. In the top right corner of the editor, there is a 'Back to Amendment' link and a trash icon.

Please list all literature cited in the workplan, and please provide the appropriate links where available. There is no character limit.

Use the light gray square in the bottom right-hand corner of each text box to pull down and expand to desired size for better visibility and ease of writing.

Note: It is not necessary to carry over cited literature to the bibliography section of the overarching program application.

Workplan Uploads


The following project-specific uploads should be added using the workplan editor:

1. Project-specific map
2. [Project-specific EC checklist](#) for projects that involve implementation

Note: Do not upload an eODP file with your workplan. Please add the project-specific eODP information to a revised Program eODP, and upload to the amendment request record for the overarching program

award application. Updated GIS Files should also be uploaded to the amendment request record for the overarching program award application

Workplan Editor

← Back to Amendment 

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

General > Goals > Location > Narrative > **Uploads** > Submission

Main Uploads + Add File

- Accepted Document Types include: DOC, DOCX, and PDF
- Max Upload file size: 15 Mb (per file)
- Do not upload an eODP file with your workplan. Please add the project-specific eODP information to a revised Program eODP, and upload to the amendment request record.
- If you are submitting an implementation workplan include a completed Environmental Compliance Checklist available under the "User Guides and Templates" link under the "Help" drop-down.

Show entries Search:

File Name	Type	Date	
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Maps + Add file

- Accepted Document Types include: JPG, JPEG, and PNG
- Must provide a caption for each artifact uploaded
- Max Upload file size: 15 Mb (per file)

Show entries Search:

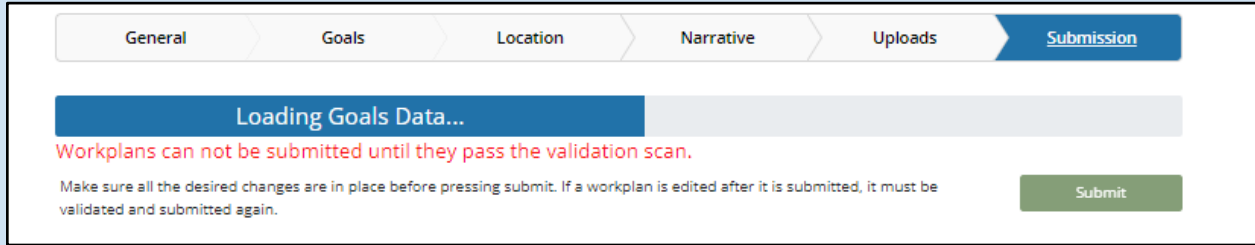
File Name	Type	Caption	Date	
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

GIS Information

Note: Please update the GIS record to add project-specific information to the program GIS information and upload to the amendment request.

Workplan Submission



After clicking on the Submission tab, a validation scan of the information included in your workplan will begin. Workplans cannot be submitted until they pass the validation scan.

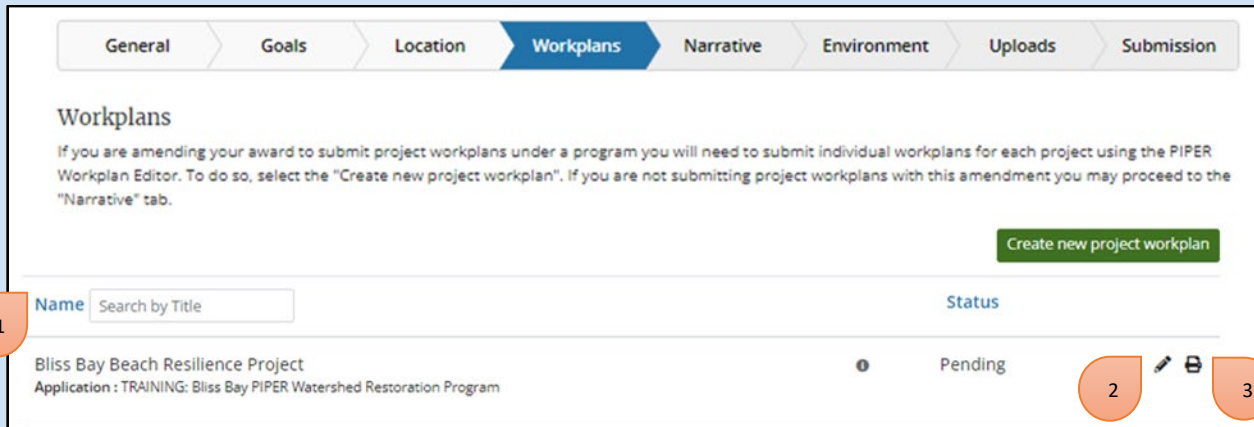
When the scan is complete, a red highlight will indicate which fields under each workplan section need attention. You may click on the red highlighted text to jump to the section of the workplan that needs review. Please review each flagged element and update as needed.

If everything is completed correctly, your workplan will pass the validation scan. At that time, you may click the “submit” button to submit the workplan for review as part of the award application amendment.

After you have submitted the workplan information using the Workplan Editor, navigate back to the Amendment Module to complete and submit the award application amendment for the overarching program.

Viewing Workplans

Once you have submitted the workplan in the Workplan Editor, you may view or edit workplans, under the the “Workplans” tab of the Amendment Module.



- Search:** You may search by workplan title using the search box next to “Name.”
- Edit:** Select the pencil icon next to a pending workplan you want to edit. This will bring you to the Workplan Editor.
- Print:** Select the printer icon next to the workplan you want to print. This will create a downloadable Word document file of the workplan.

Program Environmental Compliance Documentation

The screenshot shows a web interface with a navigation bar at the top containing tabs: General, Goals, Location, Narrative, Workplans, Environment (highlighted), Uploads, and Submission. Below the navigation bar, the form is titled "Environmental Compliance Documentation" with a help icon. It features a section for "National Environmental Policy Act" with a question "Has Requirement Been Addressed?" and radio buttons for Yes, No, and N/A. The "N/A" option is selected. To the right of these options is an "Upload" button and the text "Max Upload file size: 15 Mb". Below this is a "Notes" section with a text box containing the URL "https://www.restorethegulf.gov/sites/default/files/FPL_EClib_AL_%20SAV_Program_CE_signed.pdf". A second section for "Endangered Species Act" follows, with radio buttons for Yes, No, and N/A. The "N/A" option is selected. It also has an "Upload" button and "Max Upload file size: 15 Mb" text. Below this is another "Notes" section with an empty text box. At the bottom right of the form, there is a green "Save" button.

For programs, indicate N/A for each law listed on this page. Individual Project-Specific EC Checklists are to be uploaded as part of each workplan submission that involves implementation funding.

Note: If “Planning”-only is retained as the overarching program award application category, the Environmental tab in the PIPER Amendment Module will be locked.

For more details regarding environmental compliance please refer to the Environmental Compliance section above.

Use the light gray square in the bottom right-hand corner of each text box to pull down and expand to desired size for better visibility and ease of writing.

Use the green save button at the bottom of the page to **save your progress and continue**.

Program Uploads

General
Goals
Location
Workplans
Narrative
Environment
Uploads
Submission

Main Uploads

- Accepted Document Types include: DOC, DOCX, XLS, XLSX and PDF
- Letters of Support should be combined into one (1) PDF document
- Max Upload file size: 15 Mb (per file)
- (Max: 15 documents)

Show entries Search:

File Name	Type	Date
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

Maps, Figures and Charts

- Accepted Document Types include: JPEG and PNG
- Must provide a caption for each artifact uploaded
- Max Upload file size: 15 Mb (per file)
- (Max: 10 documents)

Show entries Search:

File Name	Type	Caption	Date
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Tables

- Accepted Document Types include: DOC, DOCX, and PDF
- Must include a caption description
- Max Upload file size: 15 Mb (per file)
- (Max 1 Document)

Show entries Search:

File Name	Caption	Date
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

GIS Information

Note: Note: GIS files may require approximately 10 minutes to successfully upload to the PIPER server. GIS files will show as "pending" on the Submission review tab until files have been successfully uploaded.

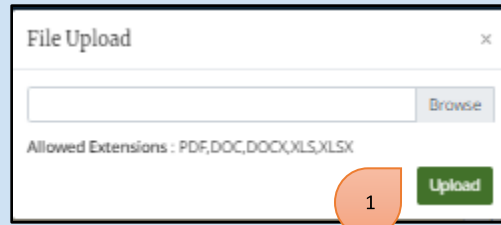
Show entries Search:

File Name	Date
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

Note: at least one map is required to meet minimum upload requirements

1. Add File: To upload a file to any of the sections listed below, click the green “+Add file” button at the top of the page. This will lead you to a drop-down menu to select the upload type.



After selecting the section your file applies to, click choose the file to upload. Some upload types will allow you to use a text box to create a label or caption. When providing a caption, make it as descriptive of the uploaded file as possible.

Click the green **save** button when you are done uploading each file you wish to add.

Note: Uploads approved as part of the existing PIPER award cannot be deleted in the PIPER amendment module.

Main Uploads:

- Accepted Document Types include: DOC, DOCX, PDF, XLS, and XLSX
- **Required:** Observational Data Plan (eODP). Additional guidance is available [here](#).
- Max Upload file size: 15 Mb (per file)
- (Max 5 Documents)

Note: An updated eODP file must be uploaded for valid submission.

Maps, Figures, and Charts:

- Accepted Document Types include: JPEG and PDF
- **Required:** One map file of program area.
- Provide a caption for each artifact uploaded
- Max Upload file size: 15 Mb (per file)
- (Max: 3 Maps, 4 Figures, 3 Charts)

Tables:

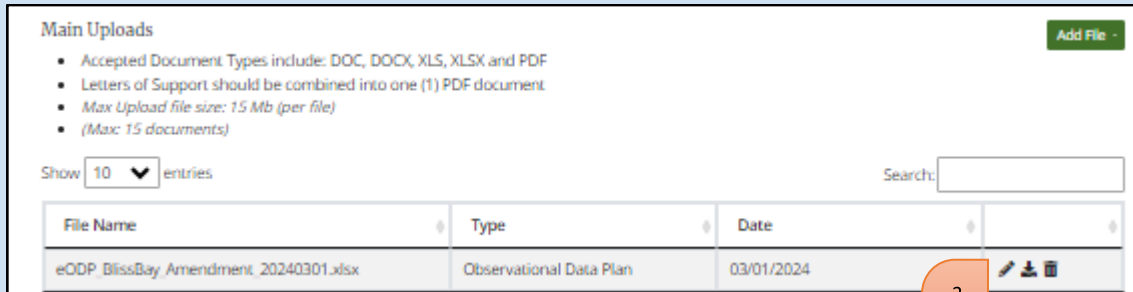
- Accepted Document Types include: DOC, DOCX, and PDF
- Must include a caption description
- Max Upload file size: 15 Mb (per file)
- (Max 1 Document)

GIS Information: As part of the application, GIS data needs to be provided along with ISO metadata that describes the program location using either points, lines, and/or polygons. GIS data uploaded must be in the template format. The downloadable GIS Template to upload is located under the “Help” tab at the top of your webpage. Required attributes in the GIS data tables include application title, component name, and GIS contact. Please be aware that your GIS file should only include geometries you have data

for. If you only have a polygon, please delete the point and line feature classes from your GIS file before zipping and uploading.

For additional information on GIS files, please contact RESTORE HelpDesk (helpdesk@restorethegulf.gov)

Note: Uploaded GIS data validation compares your uploaded GIS file to the GIS template and can take up to 10 minutes. If your “pre-submit” validation is failing on the uploaded GIS data file, please try to re-validate in a few minutes.



2. To **edit** an uploaded file, select the file you wish to edit and scroll to the top of the page. Several blue buttons will appear next to “+Add file.” Select the blue “Edit file” button. This will return you to the page used to add the file. You can change the file type using the drop-down menu, replace the existing file, and change your caption using this page. When you are done click **save**.

To **delete** an uploaded file, select the file you wish to edit and scroll to the top of the page. Several blue buttons will appear next to “+Add file.” Select the blue “Delete file” button.

To **download** an uploaded file, select the file you wish to edit and scroll to the top of the page. Several blue buttons will appear next to “+Add file.” Select the blue “Download file” button. This will result in a new window popping up, where you can save your file in the location of your choice.

Click the green **Submission Review** button or continue to the Submission tab to begin the submission process.

Program Application Submission

General
Goals
Location
Narrative
Environment
Uploads
Submission

Only select users from each council member organization will have submit permissions.

Please wait while we load and check data...

Applications can not be submitted until they pass the validation scan.

After clicking on the submission tab (or the Submission Review button), a validation scan of the information included in your application submission will begin. Applications cannot be submitted until they pass the validation scan. When the scan is complete, a red highlight will indicate which fields under each section need attention. You may click on the red highlighted text to jump to the section of the application that needs review. If everything is completed correctly, your application will be submitted for review.

Note: Only select users from each Council member organization will have the ability to submit an application. If you believe you should have “Submitting” privileges, and are not able to “Submit” your application, please reach out to helpdesk@restorethegulf.gov.

***In addition to submitting your application in PIPER additional budgeting information must be submitted in GrantSolutions to complete your application for funding.**

Only select users from each council member organization will have submit permissions.

Validation scan complete.

Application did not pass validation scan. Please make adjustments to the fields highlighted below.

General	Status
Title	✓
Abstract	✓
Activity Type	✓
Program	✓
Is this a construction project?	✓
RESTORE Act Priority Criteria	✓
Goals	Status
Project Start Date	✓
Project End Date	✓
Primary Comprehensive Plan Goal	✓
Primary Comprehensive Plan Objective	✓
Planning Framework Restoration Technique(s)	✓
Location	Status
Location	✓
Watershed(s)	✓
State(s)	✓
County/Parish(es)	✓
Congressional District(s)	✓

Viewing Applications

The screenshot shows a web application interface titled "Applications". At the top left, there is a "My Applications" tab, highlighted with a callout '1'. To its right is a green "Create Application" button with a callout '2'. Further right are "Filter By" and "Clear Filters" buttons. Below the header is a search bar labeled "Title" with a "Search" button, also highlighted with a callout '1'. The main content area is a table with columns: "Title", "Sponsor", "Bucket", and "Status". A single application is listed: "Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Program". The "Sponsor" is "DOI", the "Bucket" is "SEP", and the "Status" is "Pending". To the right of the application title is a gray "i" icon (callout '3'), a pencil icon (callout '4'), and a printer icon (callout '5'). At the bottom center of the table, it says "Page 1 of 1".

Select the application tab at the top of the webpage. This will present you with two options: View Applications and Create Application. Click “View Applications” to view or edit your application(s).

1. Search: You can search your applications by title using the search box next to “Title.”

2. Filters: You can filter the applications you see by “My Applications” “Associated Applications” and “All Applications.” You can also filter by application Title (alphabetical order), Sponsor, or Status by clicking on the respective blue words. To clear filters, click the “Clear Filters” button.

3. Application Details: Clicking the gray “i” icon next to an application will lead a small window to appear, where you can view the abstract of the application, along with creator/editor information.

4. Edit: Select the pencil icon next to the application you want to edit. This will bring you to the application editor. If you need assistance with anything within the application editor, look for the corresponding section within the “Create Application” portion of this manual.

5. Print: Select the printer icon next to the application you want to print. This will create a downloadable Word document file of your application.

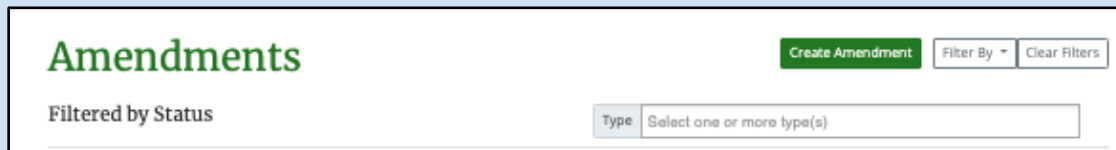
Section 2: Program Award Amendments

The guidance in this section is intended to assist Gulf Coast Ecosystem Restoration Council (RESTORE Council) award recipients in creating and submitting award amendment request information in PIPER. Amendment requests are to be submitted in PIPER in addition to the financial amendment request information that is submitted through GrantSolutions.

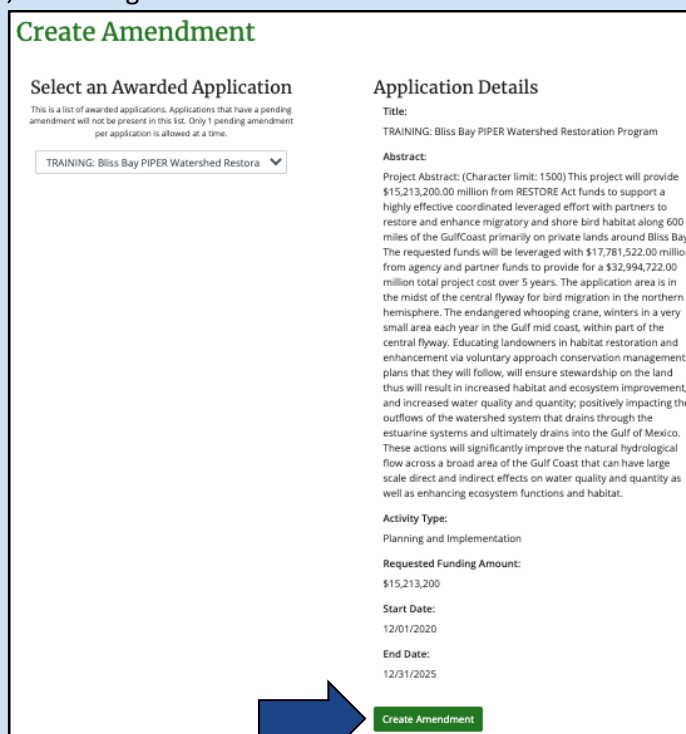
Before submitting any amendment information in either PIPER or GrantSolutions, please submit a Change Request Form to the RESTORE HelpDesk via email (helpdesk@restorethegulf.gov). A grants specialist will work with you to provide information on what information is needed and in which system.

Creating a Program Amendment

Step 1: Upon logging into PIPER, select the Post-Award tab at the top of the webpage and select “View Amendments” to begin. You will then be taken to a page with a list showing active and pending amendments for your agency. Select the green “Create Amendment” button.



Step 2: The “Create Amendment” screen will allow you to select awards from the drop-down list for which a Change request form has been submitted.³ Once an award is selected, details about that award will be displayed under “Application Details”, including the awarded application title, abstract, activity type, and requested funding amount. After selecting the appropriate award from the “Select an Awarded Application” dropdown, click the green “Create Amendment” button in the bottom right of the page.



Step 3: You will then be brought to the Amendment Module, which includes a series of tabs pre-populated with information from the existing award application. Some of these fields can be edited to align with the changes needed as part of your amendment request. Some fields will be gray, indicating that they cannot be edited. The next sections of this guidance document provide information on the editable fields and how they may be updated as part of the amendment request.

³ Note: If you do not see the award you are wishing to amend in the drop-down list, contact the Helpdesk (helpdesk@restorethegulf.gov). To create an amendment request for an award the status of the award in PIPER must show as “Amendment Pending.” This status is changed by the Helpdesk after a [Change Request Form](#) is submitted and it is determined changes in PIPER are appropriate.

Program General Information

The screenshot shows the 'Amendment Editor' interface for the 'Bliss Bay PIPER Watershed Restoration Program'. The form is divided into several sections, each with a numbered callout:

- 1:** Abstract text area containing a detailed project description and a character count of 252 of 1650 characters remaining.
- 2:** Category dropdown menu set to 'Planning and Implementation'.
- 3:** Activity Type dropdown menu set to 'Program'.
- 4:** Program dropdown menu set to '--Select--'.
- 5:** Project Duration (years) input field set to '5'.
- 6:** 'Is this a construction project?' checkbox checked 'Yes'.
- 7:** Requested Funding Amount input field set to '15213200.00'.
- 8:** Primary Eligible Activity text area containing the text: 'Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches and coastal wetlands of the Gulf Coast region.'
- 9:** A green 'Save' button in the bottom right corner.

1. Abstract: Review the information provided in the Abstract for your award. If needed, update the abstract to reflect changes being made through this amendment request. Abstracts should, in 1500 characters or less, summarize program⁴, including the following information:

- activity name
- description of activity, including the purpose and goal of the activity
- anticipated environmental benefits
- location
- partners
- other information that might be needed to provide the reader with an overview of the activity

The abstract section should be written for the general public. The language provided here may be used verbatim for fact sheets or other public facing documents. Please avoid including specific references to dates from the abstract and program narrative to avoid future potential inconsistencies as the program schedule changes in response to grant application processing and future contract progression.

Use the light gray square in the bottom right-hand corner of the text box to pull down and expand to desired size for better visibility and ease of writing.

⁴ For specific guidance on submitting an amendment for a stand-alone project, please see the [PIPER User Guide for Stand-Alone Projects](#).

2. Category: Review the category listed for this award, and revise, as needed, if this amendment will move the program into an implementation phase. Note: If the program provides funds for both planning and implementation, select “Planning, Implementation.”

3. Activity Type: This field is not editable for an amendment. If the information shown in this field is not correct, please contact the RESTORE Council helpdesk (helpdesk@restorethegulf.gov).

4. Program: This field is not editable for an amendment. If the information shown in this field is not correct, please contact the RESTORE Council helpdesk (helpdesk@restorethegulf.gov).

5. Check the box: Check the box if the program is a construction activity, or will move to construction with this amendment request.

6. Program Duration (in months): Review the duration listed for this award, and revise, as needed for this amendment (i.e., number of months to complete the program). In your request, include time required for appropriate permitting, pre-construction, and post-construction monitoring (if applicable).

7. Requested Funding: Review the requested funding amount listed for this award, and revise, as needed for this amendment. Please align this amount with the funding amount requested for this amendment in GrantSolutions.

8. RESTORE Act Priority Criteria or Primary Eligible Activity: These fields are not editable for an amendment. If the information shown in this field is not correct, please contact the RESTORE Council helpdesk (helpdesk@restorethegulf.gov).

9. Use the green save button at the bottom of the page to **save your progress and continue.**

If a required field is left empty, or if a field is occupied incorrectly, red text will appear under the problem fields after clicking the green save button at the bottom of the page

Once you complete and save the General tab, you can navigate to any of the other tabs in the order that you wish. Use the green save button at the bottom of the page to **save your progress before continuing to a new tab.**

Program Goals Information

Comprehensive Plan Goals indicate which RESTORE Council goals you intend to address through your activity. Comprehensive Plan Objectives are more specific actions that will lead to the achievement of the overall goal. Only some of the fields on this tab are able to be edited in the Amendment Module.

1. Start Date: This field is not editable as part of an amendment to an existing award.

2. End Date: Update the award end date as appropriate for this amendment request.

3&4. Primary Goals and Objectives: These fields are not editable as part of an amendment to an existing award.

5&6. Secondary Goals and Objectives: If there are additional goals and objectives applicable to your amendment, use the fields titled “**Secondary Comprehensive Plan Goals**” and “**Secondary Comprehensive Plan Objectives**” to add any secondary goals and objectives your activity will address. Using the drop-down menus, you can add multiple secondary goals and objectives. If your activity does not address additional goals or objectives, skip these fields.

Note: Metrics and quantifiable targets will need to be identified for each Comprehensive Plan goal and objective associated with a program. This includes primary and secondary goals/objectives.

7. Planning Framework Restoration Technique(s): Review the restoration techniques selected for the award, and add any additional techniques appropriate for this amendment. Use the drop-down menu to select the appropriate Planning Framework technique(s) for your activity. Multiple techniques may be selected. Please reference the [Additional Metric Guidance](#) for more information, and see the [Planning Framework](#) for descriptions of Council restoration techniques.

Note: Already selected restoration techniques are part of your approved award and should not be removed. You may, however, add additional techniques, if appropriate, such as if you are adding a workplan under a program award that will use a restoration technique not previously identified in your program award application.

Program Location Information

Amendment Editor

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program (Nov 2023 Training)

General > Goals > **Location** > Workplans > Narrative > Environment > Uploads > Submission

Location ⓘ
The expanse of area empties into 8 major significant bays and estuaries along the Gulf of Mexico coastline.

Watershed(s) ⓘ
South Atlantic-Gulf Region(Mobile-Tombigbee) - Mobile Bay-Tombigbee(Mobile Bay) : 3160205 ✕

State(s) ⓘ Alabama ✕

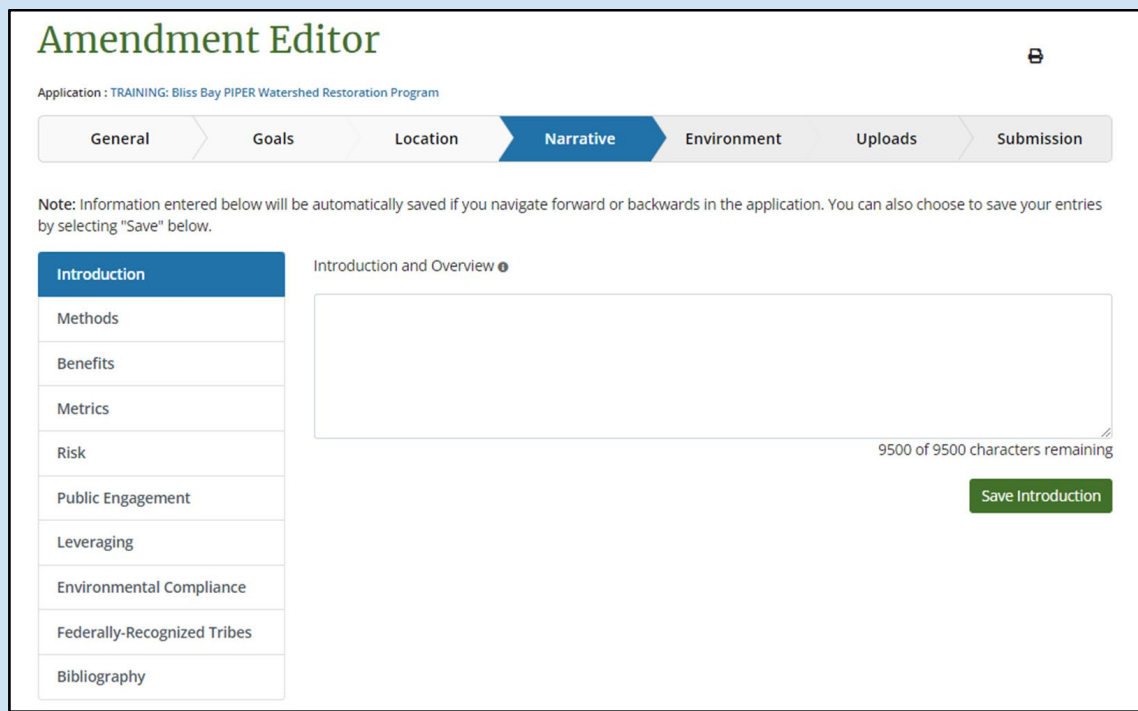
County/Parish(es) ⓘ AL Baldwin ✕

Congressional District(s) ⓘ
Select one or more congressional districts

The location information for your award is shown on the “Location” tab. The fields on this tab are not editable in the Amendment Module. If any information on this tab is incorrect, please contact the Grants and Programs specialists for your award by email.

Program Narrative

Note: Information entered below will be automatically saved if you navigate upward or downward in this tab. You can also choose to save your entries by selecting either of the green save buttons.



The screenshot shows the 'Amendment Editor' interface. At the top, the title 'Amendment Editor' is displayed in green. Below it, the application name is 'TRAINING: Bliss Bay PIPER Watershed Restoration Program'. A navigation bar contains tabs for 'General', 'Goals', 'Location', 'Narrative' (which is highlighted in blue), 'Environment', 'Uploads', and 'Submission'. A note states: 'Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' On the left, a vertical menu lists various sections: 'Introduction' (highlighted in blue), 'Methods', 'Benefits', 'Metrics', 'Risk', 'Public Engagement', 'Leveraging', 'Environmental Compliance', 'Federally-Recognized Tribes', and 'Bibliography'. The main content area is titled 'Introduction and Overview' and contains a large text input field. A character count at the bottom right of the field indicates '9500 of 9500 characters remaining'. A green 'Save Introduction' button is located at the bottom right of the text area.

The PIPER Narrative tab can be navigated by selecting from the options shown as a column on the left side of the screen. Each field available under the PIPER Narrative tab is editable in the Amendment Module, however, revisions may not be necessary for all amendment requests. Please review the information in each field and revise, as appropriate, for the requested amendment.

For additional information on populating the PIPER Narrative fields please refer to the [Application Module Section of this User Guide](#).

For amendments that are adding workplans under a program award, please note the following when revising the narrative information for the awarded program application:

Methods:

As project-specific workplans are developed, project-specific methods information should be updated with each workplan and should be consistent with the overarching program methods.

Metrics:

1) When amending a program award to add a workplan, metrics may be added or updated on the overarching program award application metrics tab within the Amendment Editor, as appropriate, to support the objectives and quantify the environmental benefits of the program. Project-specific metrics may then be chosen from the program metrics in and described in the PIPER workplan editor.

2) All metrics identified in an amendment should match the metrics and corresponding parameters identified in the program’s Observational Data Plan (ODP). An updated program electronic ODP (Program eODP) should be provided with each amendment request when submitting new workplans (see [here](#) for additional guidance on developing Observational Data Plans for program applications).

Milestones Summary:

Milestone information for the overarching program does not need to be updated with an amendment. If adding a project workplan, workplan milestone information is added in the workplan narrative. [Appendix 1](#) includes an example of program and workplan milestone narratives for a land acquisition program.

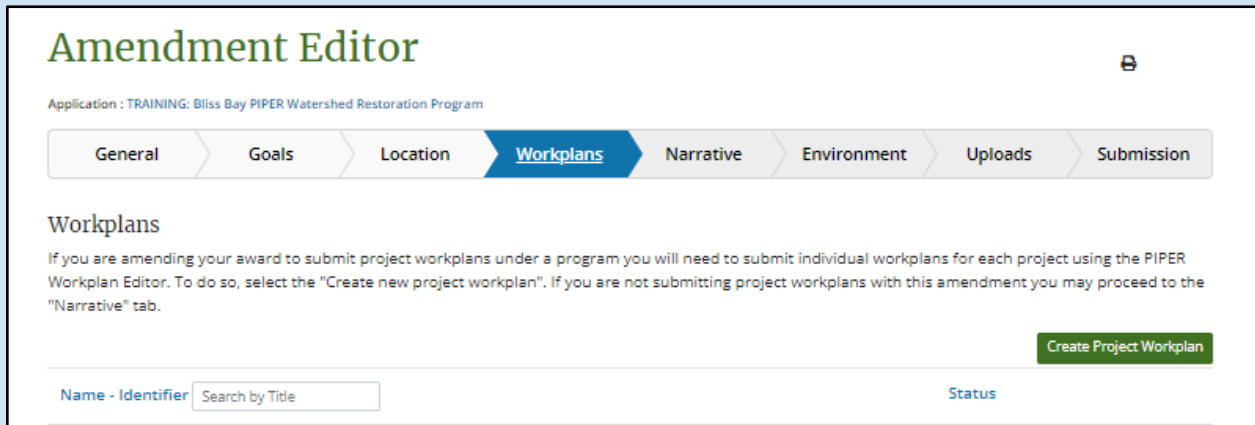
Leveraging:

Leveraging may be described as part of the overarching program or in a project workplan. If the leveraged funding applies to all activities under the program, this information should be updated as part of the overarching program amendment. If the leveraged lending applies to only one workplan, this information should be added in the workplan editor.

Workplans Tab

If you are amending a program award to submit one or more workplans under the program, you will need to submit individual workplans for each project using the PIPER Workplan Editor. The process for entering information into the workplan editor as part of an amendment is similar to the process described in the [Program Application Module](#) section above. Please submit workplans before proceeding to amend the overarching program narrative Information as described below.

If you are not submitting workplans with your amendment, you may proceed to the “Narrative” tab in the Amendment Module to continue entering Project Narrative Information.

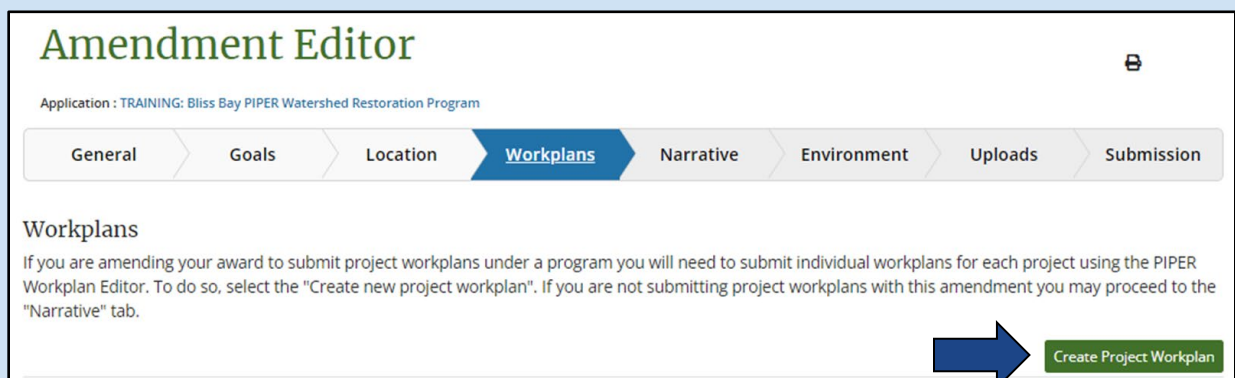


The screenshot shows the 'Amendment Editor' interface for the application 'TRAINING: Bliss Bay PIPER Watershed Restoration Program'. A navigation bar at the top contains tabs for 'General', 'Goals', 'Location', 'Workplans', 'Narrative', 'Environment', 'Uploads', and 'Submission'. The 'Workplans' tab is currently selected and highlighted in blue. Below the navigation bar, the 'Workplans' section contains a paragraph of instructions: 'If you are amending your award to submit project workplans under a program you will need to submit individual workplans for each project using the PIPER Workplan Editor. To do so, select the "Create new project workplan". If you are not submitting project workplans with this amendment you may proceed to the "Narrative" tab.' To the right of this text is a green button labeled 'Create Project Workplan'. At the bottom left, there is a search bar with the placeholder text 'Name - Identifier' and 'Search by Title'. At the bottom right, there is a 'Status' label.

Through FPLs and SEPs , the Council has approved funding for programs that include a suite of projects to be managed together under the program award. Each project under a program must submit a project-specific workplan for review and approval by Council staff. If project-specific workplan information is available at the time that a program application is submitted, it may be submitted with the application. Otherwise, this information is submitted as part of an amendment to the award, using the PIPER Amendment Module and Workplan Editor.

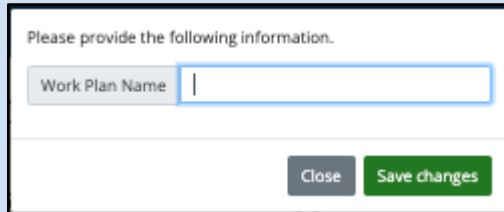
The following pages will walk you through submitting a workplan as part of a program amendment.

Step 1: If you are amending a program award to submit workplans under the program, select “Create new workplan” found on the “Workplans” tab of the Amendment Module.



This screenshot is identical to the one above, showing the 'Amendment Editor' interface with the 'Workplans' tab selected. A blue arrow points from the right side of the page towards the green 'Create Project Workplan' button, highlighting the next step in the process.

Step 2. A pop-up screen will appear asking you to name your workplan. **Note: workplan names should be unique for each workplan. Please ensure that the workplan name provided in the PIPER Workplan Editor matches that provided in other uploads, such as the Program eODP.** Click “Save changes.”



Please provide the following information.

Work Plan Name

Close Save changes

Step 4: You will then be brought to the Workplan Editor, which includes a series of tabs with fields to be populated with information specific to the project.⁵ The following sections of this guidance document provide information on populating these fields.

Some information in these tabs will be pre-populated with information submitted in your selected award application. The pre-populated information may be revised, but should align with the information in the overarching program award.

You may save your progress by clicking the green “Save” button at the bottom of the Workplan Editor tabs to enable you to return to the workplan, if need be. You can return to an incomplete workplan by selecting “View Workplans” under the Post-Award tab on the top of the webpage. Selecting the pencil icon next to the workplan you want to edit, will allow you to resume completing the workplan information.

⁵ A fillable word document template of Workplan Editor fields is available [here](#).

General Workplan Information


The screenshot shows the 'Workplan Editor' interface. At the top, there is a navigation bar with tabs for 'General', 'Goals', 'Location', 'Narrative', 'Uploads', and 'Submission'. The 'General' tab is selected. Below the navigation bar, the application name is 'TRAINING: Bliss Bay PIPER Watershed Restoration Program'. The form contains several fields: 'Workplan Name' (text input with 'Bliss Bay Workplan 1' and '80 of 100 characters remaining'), 'Workplan Identifier' (text input with 'BBWP1' and 'Available' below it), 'Project Duration (' (text input with '12'), 'Category' (dropdown menu with 'Planning' selected), and 'Requested Funding Amount' (text input with '5000.0'). There is also a 'Program Consistency' text area with '5000 of 5000 characters remaining' and a 'Save' button at the bottom right.

6. **Workplan Name:** Provide unique workplan name
7. **Workplan Identifier:** Provide a brief, unique project identifier (e.g., BOPP-1). **Note: A unique identifier must be created (PIPER will indicate if the identifier has already been used by another workplan).**
8. **Project Duration:** Enter the number of months the project is expected to take.
9. **Requested Funding Amount:** Provide project-specific funding request.
10. **Program Consistency:** (Character limit: 5000) Describe how the project is consistent with the awarded FPL or SEP program description. Please describe how the program decision process used best available science to identify the project.⁶

⁶ External best available science reviews will be conducted for all applicable submitted project-specific workplans. Applicants should provide the appropriate technical justification and citations that support their assertions of project benefits and appropriateness of their methods throughout the workplan narrative information.


Workplan Goals


Workplan Editor


← Back to Amendment 


Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program


General **Goals** Location Narrative Uploads Submission

Project-specific Comprehensive Objective(s) 

1 Protect and Restore Living Coastal and Marine Resources 

Project-specific Planning Framework Technique(s) 

2 Protect and conserve coastal, estuarine, and riparian habitats : Habitat management and stewardship 

Protect and conserve coastal, estuarine, and riparian habitats : Land acquisition 

Save

-
-
- 3. Project-specific Comprehensive Objective(s):** Indicate the Comprehensive Plan Objective(s) that apply to the project. Multiple objectives may be selected. **Note: Project objectives should align with the overarching program objectives.**
- 4. Project-specific Planning Framework Technique(s):** Indicate the Planning Framework technique(s) that apply to the project. Multiple techniques may be selected. Please reference the [Planning Framework](#) for additional information on Council restoration techniques. **Note: Update the technique selections for the overarching program award application in the PIPER amendment record, as needed, to include all project techniques identified here.**
-

Workplan Location

The screenshot shows the 'Workplan Editor' interface for the 'TRAINING: Bliss Bay PIPER Watershed Restoration Program'. The 'Location' tab is active, and the form contains the following fields:

- 1**: A text input field for 'Location' with a character count of '350 of 350 characters remaining'.
- 2**: A dropdown menu for 'Watershed(s)' with the selected value 'South Atlantic-Gulf Region(Mobile-Tombigbee) - Mobile Bay-Tombigbee(Mobile Bay) : 3160205'.
- 3**: A dropdown menu for 'State(s)' with the selected value 'Alabama'.
- 4**: A dropdown menu for 'County/Parish(es)' with the selected value 'AL Baldwin'.
- 5**: A dropdown menu for 'Congressional District(s)' with the placeholder text 'Select one or more congressional districts'.

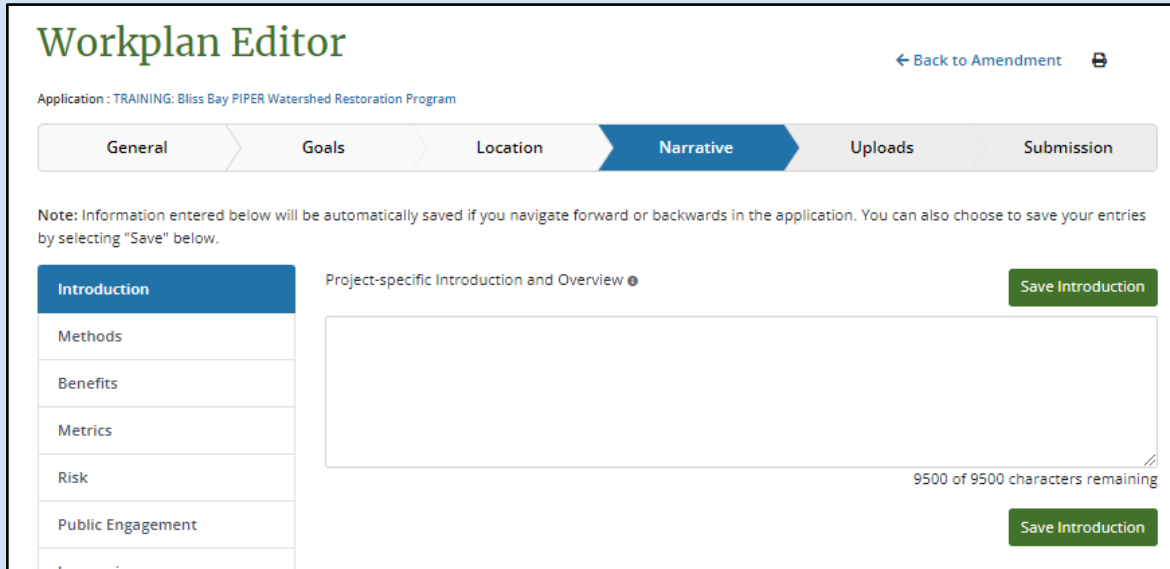
A green 'Save' button is located at the bottom right of the form.

- 6. Location:** (Character limit: 350) Provide a short description of the location for the project.
- 7. Watershed(s):** From the pre-populated program information, select which HUC8 Watersheds the project will take place.
- 8. State(s):** From the pre-populated program information, select which state(s) the project will take place in.
- 9. County/Parish(es):** From the pre-populated program information, select which counties or parishes the project will take place in.
- 10. Congressional District(s):** From the pre-populated program information, select which congressional district the project will take place in.

Workplan Narrative Information

Note: Information entered below will be automatically saved if you navigate upward or downward in this tab. You can also choose to save your entries by selecting either of the green save buttons on each page.

Introduction



The screenshot shows the 'Workplan Editor' interface. At the top, there is a navigation bar with tabs for 'General', 'Goals', 'Location', 'Narrative' (which is active and highlighted in blue), 'Uploads', and 'Submission'. A 'Back to Amendment' link is visible in the top right corner. Below the navigation bar, a note states: 'Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' The main content area is divided into two sections. On the left is a vertical sidebar with a list of tabs: 'Introduction' (selected and highlighted in blue), 'Methods', 'Benefits', 'Metrics', 'Risk', and 'Public Engagement'. The main area on the right is titled 'Project-specific Introduction and Overview' and contains a large text input field. A green 'Save Introduction' button is located at the top right of this section. At the bottom right of the text field, a character count indicates '9500 of 9500 characters remaining'. A second green 'Save Introduction' button is located at the bottom right of the text field.

Introduction and Overview: (*Character limit 9500*): Provide an introduction and overview of the project including the following information:

- General description of the project;
- General description of anticipated environmental benefits;
- Environmental stressor(s) being addressed;
- Timeline (anticipated duration);
- Partners;
- Any information that might be needed to provide the reader with a full understanding of the project.

Workplan Methods

General > Goals > Location > **Narrative** > Uploads > Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

Introduction

Methods

Benefits

Metrics

Risk

Public Engagement

Leveraging

Environmental Compliance

Federally-Recognized Tribes

Bibliography

Project-specific Methods ⓘ Save Methods

9500 of 9500 characters remaining

Milestones Summary ⓘ

Milestones described in this section are based on best available planning information at the time of the award, and will not reflect changes that arise post-award. Compliance Requirements are work products that must be submitted to the Council prior to closeout per the award conditions, whereas other work products may be useful to share during annual reporting for oversight purposes.

5000 of 5000 characters remaining Save Methods

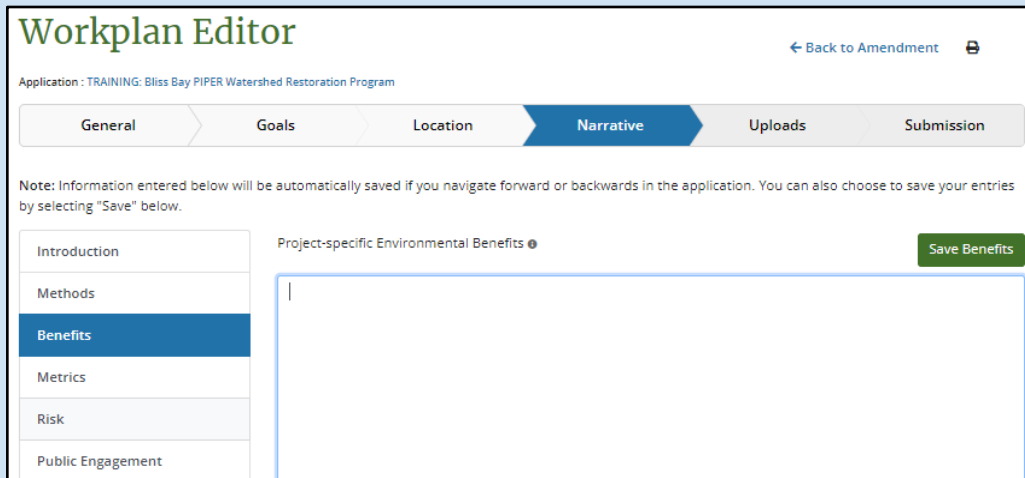
Methods: Describe the methods to be used in the project, and the reasons that the methods were selected. All methods should be justified using best available science (provide citations); and may also be justified by other reasons (e.g., cost-effectiveness, technical feasibility).

Milestones Summary: Describe key milestones, compliance requirements, and work products that will occur under the project workplan. **Note: Milestones described in this section are based on best available planning information at the time of the award, and will not reflect changes that arise post-award. Compliance Requirements are work products that must be submitted to the Council prior to closeout per the award conditions, whereas other work products may be useful to share during annual reporting for oversight purposes.**

PIPER Milestone Footnote: Because the milestone summary is added to the workplan at the application

stage, there is a footnote in the workplan editor and print out that indicates that the milestones are based on best available planning information at the time of the award, and will not reflect changes that arise post-award. However, if the post-award update includes major scope changes such as the addition of an implementation component to an existing planning workplan, this field may need to be updated at that time.

Workplan Benefits



The screenshot shows the 'Workplan Editor' interface. At the top, it says 'Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program'. Below this is a navigation bar with tabs: 'General', 'Goals', 'Location', 'Narrative' (which is highlighted in blue), 'Uploads', and 'Submission'. A note below the navigation bar states: 'Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' On the left side, there is a vertical menu with options: 'Introduction', 'Methods', 'Benefits' (highlighted in blue), 'Metrics', 'Risk', and 'Public Engagement'. The main content area is titled 'Project-specific Environmental Benefits' and contains a large text input field. A green 'Save Benefits' button is located in the top right corner of the text input area.

Project-specific Environmental Benefits: (*Character Limit: 5000*) In addition to the overview of anticipated environmental benefits in the Workplan Introduction section, provide a more detailed description of anticipated project-specific environmental benefits here.

Workplan Metrics

When amending an award to add a workplan, metrics should be added or updated on the overarching program award application within the Amendment Editor, as appropriate, to support the objectives and quantify the environmental benefits of the projects under the program.

Because the program award is the “Parent” record, and any workplans are nested under it, any metric added to a workplan should first be listed in the program. Then, workplan metrics are specified in the workplan editor. When you first navigate to this tab, you will be presented with a list of all overarching program metrics.

Workplan Editor

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

← Back to Amendment

General Goals Location **Narrative** Uploads Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

- Introduction
- Methods
- Benefits
- Metrics
- Risk
- Public Engagement
- Leveraging
- Environmental Compliance
- Federally-Recognized Tribes
- Bibliography

Workplan-specific Metrics

All program award metrics are displayed below. Please add workplan specific metrics for this workplan. + Add/Edit Award Metric

Workplan metric targets should contribute to the target value for the overall program award. If you need to edit the target value for the overall program award metric or add a new metric, please click "Add or Edit Award Metric" to navigate back to the amendment editor to add the metric for the program award.

Award Metric Information

HC006 : Habitat management and stewardship - # sub-grants/agreements : Habitat Conservation

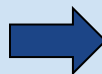
Metric Baseline: 10 Metric Current: 10 Metric Target: 200

Description: Through a partnership with Bliss Bay State Soil and Water Conservation Board (TSSWCB) and local Soil and Water Conservation Districts (SWCD) via a contribution agreement signed with NFWF, technical assistance with a goal of writing 200 conservation plans/stewardship plans on private lands with private landowners geared towards promoting migratory and shorebird habitat is in place.

Add Metric to This Workplan

HC001 : Conservation easements - Acres protected under easement : Habitat Conservation

11. If the workplan will track a metric, click "Add Metric to Workplan. Enter the work plan-specific baseline, target, and current values as well as a narrative description.



Edit Metric ✕

Metrics

HC006 : Habitat management and stewardship - # sub-grants/agreements ▼

Baseline

Current

Target

Narrative

1500 of 1500 characters remaining

Close
Save changes

12. If you are adding a workplan that is tracking a new metric that is not yet indicated in the overarching program, click "Add or Edit Award Metric" to return to the program amendment and add the metric there before adding it to the workplan.
- a. The program award should be modified, even if there is only one workplan using the new metric, since all the workplans roll up to the overarching program
13. Once the workplan metric information has been added, it will appear as nested underneath the program metric, with the workplan identifier, baseline, current, and target value. (see next page)
14. Workplan-specific metric information may be edited or deleted by selecting the "Pencil" or "Trash Can" button. (see next page)

Workplan-specific Metrics ⓘ

All program award metrics are displayed below. Please add workplan specific metrics for this workplan.

[+ Add/Edit Award Metric](#)

Workplan metric targets should contribute to the target value for the overall program award. If you need to edit the target value for the overall program award metric or add a new metric, please click "Add or Edit Award Metric" to navigate back to the amendment editor to add the metric for the program award.



Award Metric Information

HC006 : Habitat management and stewardship - # sub-grants/agreements : Habitat Conservation

Metric Baseline: 10 Metric Current: 10 Metric Target: 200

Description: Through a partnership with Bliss Bay State Soil and Water

Conservation Board (TSSWCB) and local Soil and Water Conservation Districts (SWCD) via a contribution agreement signed with NFWF, technical assistance with a goal of writing 200 conservation plans/stewardship plans on private lands with private landowners geared towards promoting migratory and shorebird habitat is in place.


Workplan Identifier	Baseline	Current	Target	
3 BBWP1	0	0	5	4  

HC001 : Conservation easements - Acres protected under easement : Habitat Conservation

Metric Baseline: 0 Metric Current: 0 Metric Target: 4000

Workplan Risk

Workplan Editor


← Back to Amendment 

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

General > Goals > Location > **Narrative** > Uploads > Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

Introduction
Methods
Benefits
Metrics
Risk
Public Engagement
Leveraging
Environmental Compliance
Federally-Recognized Tribes
Bibliography

Project-specific Risk 

Save Risk

9500 of 9500 characters remaining

Save Risk

Project-specific Risk: (Character Limit: 9500) Using best available science, summarize risks and uncertainties associated with the project, along with proposed measures to mitigate such risks and uncertainties. In general, risks and uncertainties should be considered in both the near- and long-term, and with respect to the anticipated lifespan of the proposed program. This section may provide perspective on such risks and uncertainties relative to the potential benefits of the proposed project. For example, a long-term risk to the project posed by sea level rise might be offset by the potential near- and mid-term environmental benefits of the project. Conversely, a potential benefit of the proposed project might be the mitigation of future risks associated with sea level rise, subsidence, and/or storms.

Workplan Public Engagement

Workplan Editor

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

← Back to Amendment

General Goals Location **Narrative** Uploads Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

- Introduction
- Methods
- Benefits
- Metrics
- Risk
- Public Engagement**
- Leveraging
- Environmental Compliance
- Federally-Recognized Tribes
- Bibliography

Project-specific Public Engagement, Outreach, and Education ⓘ

Save Engagement & Collaboration

2500 of 2500 characters remaining

Project-specific Collaboration ⓘ

1000 of 1000 characters remaining

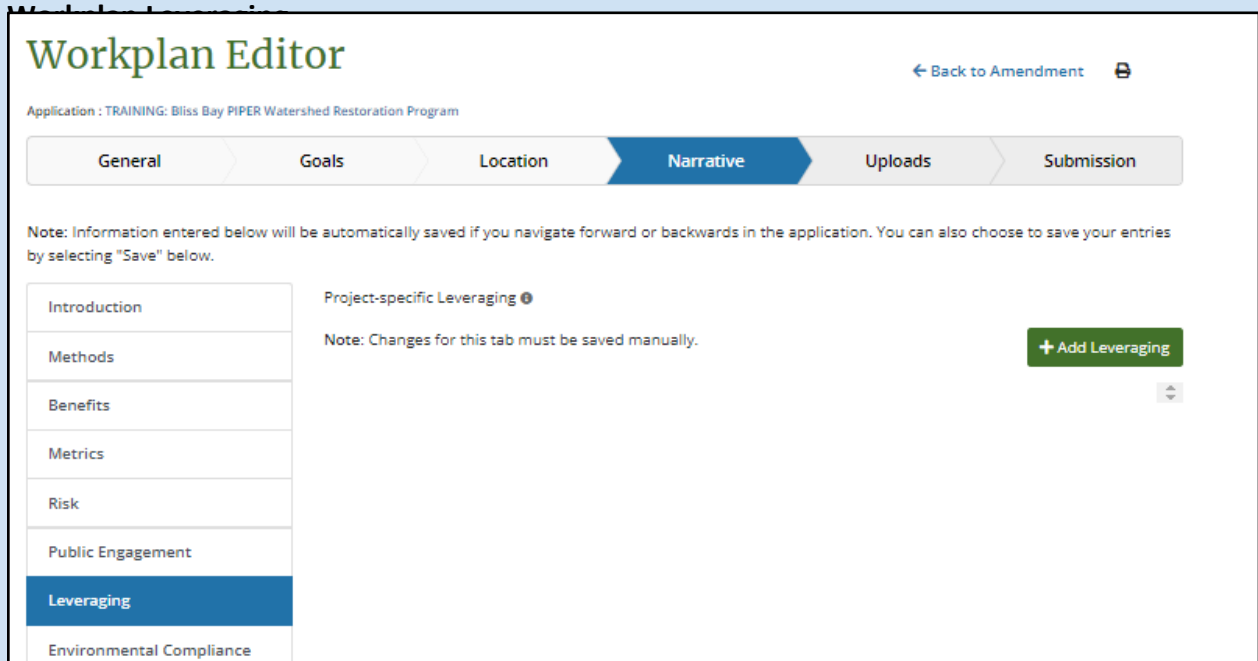
Save Engagement & Collaboration

Project-specific Public Engagement, Outreach, and Education: (Character Limit: 2500)

Workplans should describe public engagement activities and stakeholder input that was considered in the selection of the project.

Project-specific Collaboration: (Character Limit: 1000)

As applicable, describe how collaboration was used to identify, develop, and/or refine the proposed project. If applicable, the workplan should also include a description of the partnerships that will be used to advance the proposed project.



The narrative tab also includes a section where you will enter project-specific leveraging information.

Click "Add Leveraging" to enter the information about the leveraging source, and then save to add it to the workplan.

If you have a source of leveraging that applies to the entire program, please be sure to add it to the overarching program amendment NOT the workplan. Workplan leveraging should be specific only for leveraging sources that apply to a single workplan activity.

Workplan Environmental Compliance

Workplan Editor

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

← Back to Amendment

General Goals Location **Narrative** Uploads Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

Introduction
Methods
Benefits
Metrics
Risk
Public Engagement
Leveraging
Environmental Compliance
Federally-Recognized Tribes
Bibliography

Project-Specific Environmental Compliance ? Save Environmental Compliance

2500 of 2500 characters remaining

Are implementation funds being requested for this project? ?

If yes, has a project EC checklist been provided? ?


Project-Specific Environmental Compliance: (Character Limit: 2500) Provide an overview of the Environmental Compliance documentation that will be updated as part of this project, if applicable. Environmental Compliance documentation is not needed for workplans that involve only planning activities. Implementation funding will not be released until the sponsor has provided documentation demonstrating compliance with all applicable environmental laws.

Note: A [Project-specific Environmental Compliance Checklist](#) must be completed and uploaded for workplans involving implementation funding. If a workplan involves only planning funds, the Environmental Compliance Checklist does not apply.

Workplan Tribal Information

Workplan Editor

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

← Back to Amendment 

General > Goals > Location > **Narrative** > Uploads > Submission

Note: Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.

Introduction	Is this submitted on behalf of a Federally-recognized Tribe?	<input type="button" value="Save Federally-Recognized Tribes"/>
Methods	<input type="text" value="No"/> ▼	
Benefits	Federally-Recognized Tribes ⓘ	
Metrics	<input type="text" value="Select Some Options"/>	
Risk		<input type="button" value="Save Federally-Recognized Tribes"/>
Public Engagement		
Leveraging		
Environmental Compliance		
Federally-Recognized Tribes		
Bibliography		

1. Is this submitted on behalf of a Federally-recognized Tribe?: Use the drop-down menu to select yes or no. If you selected yes, move on to the next drop-down menu. If you selected no, you have completed this page and can continue to the “Bibliography” tab.

2. Federally Recognized Tribes: Use the drop-down menu to select all Federal Tribes associated with the activity. Multiple tribes may be selected.

Note: Project-specific selections should be consistent with the Federally-Recognized Tribes information included in the overarching program award record in PIPER.

Workplan Bibliography

The screenshot displays the 'Workplan Editor' interface. At the top, the title 'Workplan Editor' is shown in green, with a 'Back to Amendment' link and a lock icon to the right. Below the title, the application name 'TRAINING: Bliss Bay PIPER Watershed Restoration Program' is listed. A navigation bar contains six tabs: 'General', 'Goals', 'Location', 'Narrative' (which is highlighted in blue), 'Uploads', and 'Submission'. A note states: 'Information entered below will be automatically saved if you navigate forward or backwards in the application. You can also choose to save your entries by selecting "Save" below.' On the left, a vertical menu lists various sections: 'Introduction', 'Methods', 'Benefits', 'Metrics', 'Risk', 'Public Engagement', 'Leveraging', 'Environmental Compliance', 'Federally-Recognized Tribes', and 'Bibliography' (which is highlighted in blue). The main content area is titled 'Bibliography' and contains a large, empty text box with a light gray square in the bottom right corner for expansion. Two green 'Save Bibliography' buttons are visible: one in the top right corner of the text box and one in the bottom right corner of the main content area.

Please list all literature cited in the workplan, and please provide the appropriate links where available. There is no character limit.

Use the light gray square in the bottom right-hand corner of each text box to pull down and expand to desired size for better visibility and ease of writing.

Note: It is not necessary to carry over cited literature to the bibliography section of the overarching program

Workplan Uploads

The following project-specific uploads should be added using the workplan editor:

3. Project-specific map
4. [Project-specific EC checklist](#) for projects that involve implementation

Note: Do not upload an eODP file with your workplan. Please add the project-specific eODP information to a revised Program eODP, and upload to the amendment request record for the overarching program award application. Updated GIS Files should also be uploaded the amendment request record for the overarching program award application

Workplan Editor

← Back to Amendment

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

General Goals Location Narrative **Uploads** Submission

Main Uploads

[Add File](#)

- Accepted Document Types include: DOC, DOCX, and PDF
- Max Upload file size: 15 Mb (per file)
- Do not upload an eODP file with your workplan. Please add the project-specific eODP information to a revised Program eODP, and upload to the amendment request record.
- If you are submitting an implementation workplan include a completed Environmental Compliance Checklist available under the "User Guides and Templates" link under the "Help" drop-down.

Show 10 entries Search:

File Name	Type	Date
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

Maps

[+ Add file](#)

- Accepted Document Types include: JPG, JPEG, and PNG
- Must provide a caption for each artifact uploaded
- Max Upload file size: 15 Mb (per file)

Show 10 entries Search:

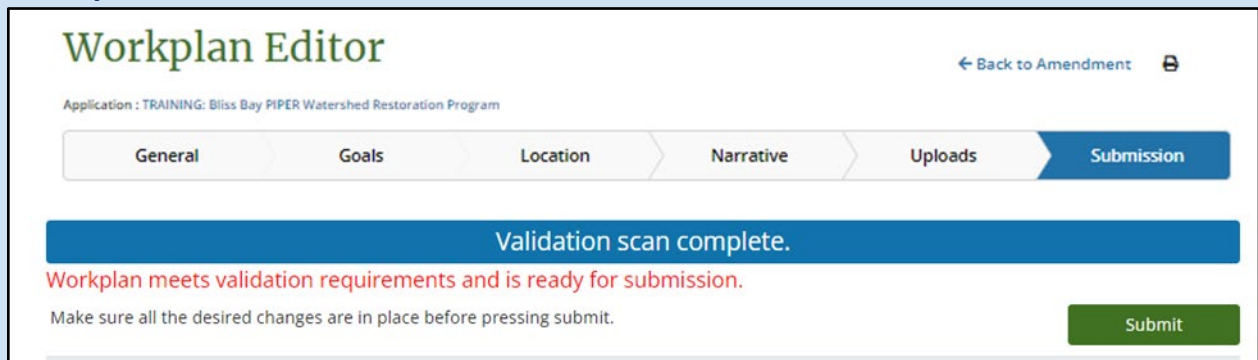
File Name	Type	Caption	Date
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

GIS Information

Note: Please update the GIS record to add project-specific information to the program GIS information and upload to the amendment request.

Workplan Submission



The screenshot shows the 'Workplan Editor' interface. At the top left, the title 'Workplan Editor' is displayed in green. To the right, there is a link '← Back to Amendment' and a trash icon. Below the title, the application name 'Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program' is shown. A horizontal navigation bar contains five tabs: 'General', 'Goals', 'Location', 'Narrative', and 'Uploads', all in white with grey arrows pointing right. The 'Submission' tab is highlighted in blue. Below the navigation bar, a large blue banner contains the text 'Validation scan complete.' in white. Underneath the banner, a red message states 'Workplan meets validation requirements and is ready for submission.' Below this message, a green note says 'Make sure all the desired changes are in place before pressing submit.' and a green 'Submit' button is located on the right side.

After clicking on the Submission tab, a validation scan of the information included in your workplan will begin. Workplans cannot be submitted until they pass the validation scan.

When the scan is complete, a red highlight will indicate which fields under each workplan section need attention. You may click on the red highlighted text to jump to the section of the workplan that needs review. Please review each flagged element and update as needed.

If everything is completed correctly, your workplan will pass the validation scan. At that time, you may click the “submit” button to submit the workplan for review as part of the award application amendment.

After you have submitted the workplan information using the Workplan Editor, navigate back to the Amendment Module to complete and submit the award application amendment for the overarching program.

Viewing Workplans

Once a workplan has been submitted, it will be visible in one of two ways.

View Workplans Through the Amendment Module: Once you have submitted the workplan in the Workplan Editor, you may view or edit workplans, under the the “Workplans” tab of the Amendment Module.

Amendment Editor

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

General Goals Location **Workplans** Narrative Environment Uploads Submission

Workplans

If you are amending your award to submit project workplans under a program you will need to submit individual workplans for each project using the PIPER Workplan Editor. To do so, select the "Create new project workplan". If you are not submitting project workplans with this amendment you may proceed to the "Narrative" tab.

Create new project workplan

Name	Status	
Bliss Bay Beach Resilience Project Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program	Pending	
Bliss Bay Shorebird Restoration Project Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program	Pending	

4. **Search:** You may search by workplan title using the search box next to “Name.”
5. **Edit:** Select the pencil icon next to a pending workplan you want to edit. This will bring you to the Workplan Editor.
6. **Print:** Select the printer icon next to the workplan you want to print. This will create a downloadable Word document file of the workplan.

Program Environmental Compliance

For programs, indicate N/A for each law listed on this page. Individual [Project-Specific EC Checklists](#) are to be uploaded as part of each workplan submission that involves implementation funding.

Note: If “Planning”-only is retained as the overarching program award application category, the Environmental tab in the PIPER Amendment Module will be locked.

Use the green save button at the bottom of the page to save your progress and continue.

Amendment Editor

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

General > Goals > Location > Workplans > Narrative > **Environment** > Uploads > Submission

Environmental Compliance Documentation ⓘ

Has Requirement Been Addressed?

National Environmental Policy Act Yes No N/A Upload

Notes

Max Upload file size: 15 Mb

Endangered Species Act Yes No N/A Upload

Notes

Max Upload file size: 15 Mb

National Historic Preservation Act Yes No N/A Upload

Notes

Max Upload file size: 15 Mb

Magnuson-Stevens Act Yes No N/A Upload

Notes

Max Upload file size: 15 Mb

Program Amendment Submission

The screenshot shows the 'Amendment Editor' interface for the 'TRAINING: Bliss Bay PIPER Watershed Restoration Program'. A navigation bar at the top includes tabs for 'General', 'Goals', 'Location', 'Workplans', 'Narrative', 'Environment', 'Uploads', and 'Submission'. The 'Submission' tab is active. A blue banner displays 'Validation scan complete.' followed by the message 'Amendment meets validation requirements and is ready for submission.' Below this, a green 'Submit' button is visible. A 'Validation Checks' table shows one check: 'All Workplans have been addressed' with a green checkmark in the 'Status' column.

Validation Checks	Status
All Workplans have been addressed	✓

After clicking on the Submission tab, a validation scan of the information included in your amendment submission will begin. Amendments cannot be submitted until they pass the validation scan.

When the scan is complete, a red highlight will indicate which fields under each amendment section need attention. You may click on the red highlighted text to jump to the section of the amendment that needs review. Please review each flagged element and update as needed.

If everything is completed correctly, your amendment will pass the validation scan. At that time, you may click the “submit” button to submit the amendment for review.

Note: Only select PIPER users from each Council member organization will have the ability to submit an amendment. If you believe you should have “Submitting” privileges, and are not able to “Submit” your amendment, please reach out to helpdesk@restorethegulf.gov.

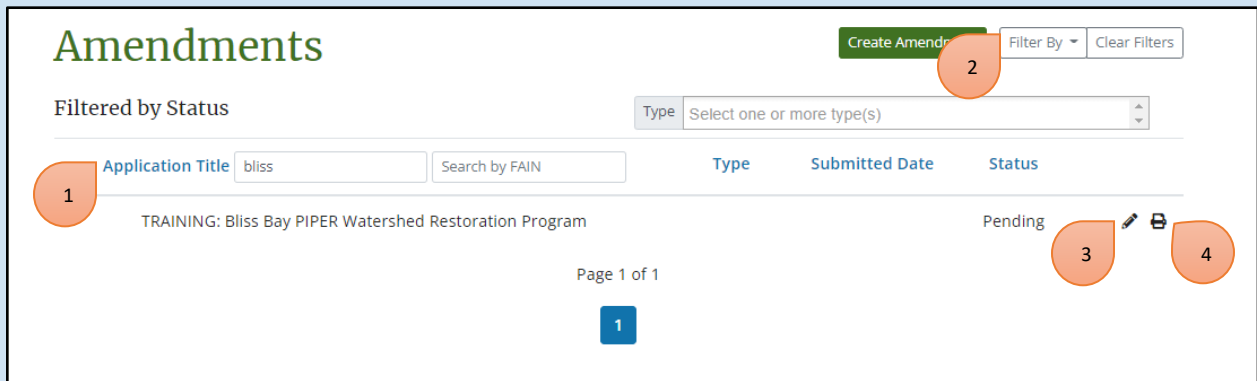
***In addition to submitting your amendment information in PIPER, budget information may need to be submitted in GrantSolutions to complete your amendment request.**

Viewing Amendments

Once an amendment has been submitted for review, it will be visible under the list of your agency's amendments, along with any pending amendments. You can navigate to this list at any time from within PIPER by selecting the Post-Award tab at the top of the webpage. This will present you with multiple options: Select "View Amendments".



You will then be taken to a page with a list showing active and pending amendments for your agency. Here, you may view, edit, and print amendments.



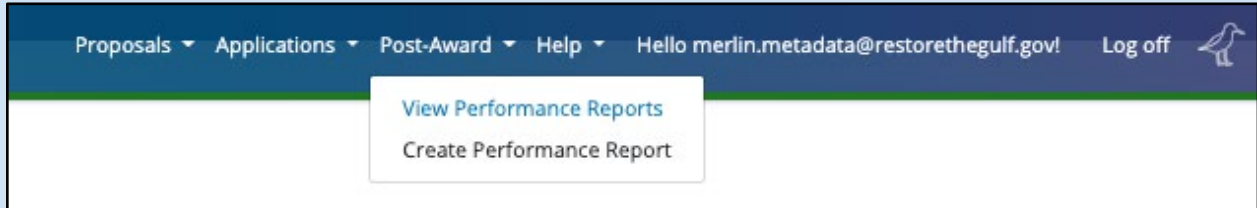
- 1. Search:** You may search amendments by award application title or FAIN by title using the search box next to "Application Title."
- 2. Filters:** You can filter the amendments you see by "My Amendments" "Associated Amendments" and "All Amendments." You can also filter by award application Title (alphabetical order), Type, Submitted Date, or Status by clicking on the respective blue words. To clear filters, click the "Clear Filters" button.
- 3. Edit:** Select the pencil icon next to the amendment you want to edit. This will bring you to the Amendment Module. If you need assistance with anything within the Amendment Module editor, look for the corresponding section within the "[Creating a Program Amendment](#)" portion of this guidance.
- 4. Print:** Select the printer icon next to the amendment you want to print. This will create a downloadable Word document file of your amendment.

Section 3: Performance Reporting

The guidance in this section is intended to assist RESTORE Council award recipients in creating and submitting annual award Performance Reports in the Council's Program Information Platform for Ecosystem Restoration (PIPER). Performance Reports are to be submitted in PIPER in addition to the Financial Reports that are submitted through GrantSolutions.

Creating a Performance Report

To begin the Performance Report Submission process, please log into PIPER at <https://www.restorethegulf.gov/apps/piper>. If you are unable to log into PIPER please contact the RESTORE Council helpdesk (helpdesk@restorethegulf.gov).



Step 1: Upon logging in, select the Post-Award tab at the top of the webpage. This will present you with two options: “View Performance Reports” and “Create Performance Report.” Select “Create Performance” to begin.

A screenshot of the 'Create Performance Report' page. The page has a white background with a green header. The main heading is 'Create Performance Report' in green. Below the heading, there are two columns. The left column is titled 'Select an Awarded Application' and contains a dropdown menu with 'Bliss Bay Submerged Aquatic Vegetation Rest' selected. The right column is titled 'Application Details' and contains the following information: 'Title: Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Program', 'Abstract: The Gulf State Department of Conservation and Natural Resources (GSDCNR) will complete a submerged aquatic vegetation (SAV) restoration program in Bliss Bay, and an SAV comprehensive mapping and monitoring program for coastal Gulf State. These programs will speed the recovery of areas that have known losses of SAV beds, either by prop scarring or natural disasters, and provide GSDCNR with vital SAV status and trends data, allowing further investigation to the factors that influence historic SAV loss as well as observed fluctuations in SAV coverage. Additionally, mapping will provide critical SAV extent and species composition data for resource managers and regulatory agencies, better informing regulatory decisions, future restoration efforts and the need for additional long-term SAV monitoring, protection and restoration.', 'Activity Type: Planning and Implementation', and 'Requested Funding Amount: 875000'. At the bottom right of the page, there is a green button labeled 'Create Performance Report'.

Step 2: You will then be taken to a page with a dropdown list titled “Select an Awarded Application” containing the awarded project and programs for your agency. Once an awarded application is selected, details about that award will be displayed under “Application Details”, including the application title, abstract, activity type, and requested funding amount. After selecting the appropriate application from the “Select an Awarded Application” dropdown, click the green “Create Performance Report” button in the bottom right of the page.

You will then be brought to a blank Performance Report, which includes a series of tabs, all of which will be explained in further detail in designated sections of this user manual.

Some information in these tabs will be pre-populated with information submitted in your selected award application record. You may save your progress by clicking the green “Save” button at the bottom of the Questions tab to enable you to return to your report if need be. You can return to an incomplete report by selecting “View Performance Reports” under the Post-Award tab on the top of the webpage. Select the pencil icon next to the report you want to edit, allowing you to resume performance reporting.

Performance Reporting Questions

Performance Report Details

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

Questions

Metrics

Leveraging

Uploads

Submission

1. Is this the final performance report (representing the entire project period)

Note : Comments are limited to 2500 characters.

2. Is this a Commitment and Planning Support (CPS) FPL-funded project?

If “Yes”, have you uploaded the CPS metrics table under the ‘Uploads’ tab of this performance report? Please also complete questions 2 - 5 below, and mark N/A for questions 6 - 14.

3. Are the program and all approved project workplans on schedule?

4. Please provide a summary of work completed during this reporting period. This should include the status of compliance requirements and whether the requirements of any Special Award Conditions (SACs) were met. If this is a program award with project workplans, please provide a summary for each project work plan.

5. As stipulated in 2 CFR, 200.329(b), the Federal awarding agency must require the recipient to relate financial data and accomplishments to performance goals and objectives of the Federal award. To meet this requirement, please explain: (a) how expenditures in this reporting cycle are related to and support the implementation and progress of the project; (b) if overall performance lags or exceeds expenditures (e.g. x% funds expended by only y% completion). Please provide details.

The following questions are included as part of the Questions tab in the Performance Report. Please answer Yes, No, or N/A and provide explanations in the note sections where appropriate.

1. Is this the final performance report (representing the entire project period)?
2. Is this a Commitment and Planning Support (CPS) FPL-funded project?
 - a. If “Yes”, have you uploaded the CPS metrics table under the ‘Uploads’ tab of this performance report? Please also complete questions 3-5 below, and mark N/A for questions 6-14.

CPS stands for Commitment and Planning Support. CPS awards were granted as part of the Council’s Commitment and Planning Support Funded Priority List. CPS awards are stand-alone projects, so please select “No” for a program award.
3. Are the program and all approved project workplans on schedule? If “No”, please provide an explanation for why the project is not on schedule in your response to Question 3.

4. Please provide a summary of work completed during this reporting period. This should include the status of compliance requirements and whether the requirements of any Special Award Conditions (SACs) were met. If this is a program award with project workplans, please provide a summary for each project work plan. Provide a narrative summary of the activities conducted under this award during the previous performance year. This should include a description of the status of milestones and the work completed related to the milestone activities.

For programs with multiple awarded project workplans, you may choose to provide the narrative summary for each workplan as an upload to the performance report. If this is the case, please indicate this in the response field for this question.

5. As stipulated in 2 CFR, 200.329(b), the Federal awarding agency must require the recipient to relate financial data and accomplishments to performance goals and objectives of the Federal award. To meet this requirement, please explain: (a) how expenditures in this reporting cycle are related to and support the implementation and progress of the project; (b) if overall performance lags or exceeds expenditures (e.g. x% funds expended by only y% completion). Please provide details.
6. Are there any overarching program or project workplan-specific metric targets that may not be met within the award time?
 - a. If "YES" can those metric targets be met with a time extension or other adaptive management strategies?
 - b. If "Yes", please indicate whether you have communicated with Council staff. Select "No" if you need to have further discussion with Council staff.
 - c. Please describe any adaptive management strategies you have implemented or plan to implement to help meet metric targets, including a time extension. In your response, please also provide an explanation of the goals and/or metric targets that may not be met, and the reason.
7. All metric values for your program and associated workplans are shown to the right. Update the "current" value for all metrics, as appropriate Please see the [Metrics Information section](#) of this User Guide for additional guidance on updating your metric values.
8. Have you begun collecting observational data?
9. Are you on schedule to perform all data collection activities described in your ODP? If no, please provide an explanation in your response to Question 3 that addresses why you may not achieve the data collection goals outlined in the ODP submitted with your projectaward. Please also describe any plans to revise your ODP given this information.
10. Have you submitted an updated ODP? Answer "Yes" if you have uploaded an updated ODP, containing new or revised information, with this performance report. In the text box, provide a brief description of any updates made to the ODP.
11. 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.

- a. If "no," briefly describe the needed revisions and indicate when an updated ODP will be provided.
12. Is there information needed to complete your ODP that is still unavailable or TBD?
 - a. If "yes", when do you expect this information to be available?
13. Are your data publicly available?
 - a. If "no," when and how it will it be shared?
 - b. If "yes," how and where is it accessible?
 - c. Is the associated metadata record in the Council's metadata record tool (**MERLIN**) up-to-date? To assist with meeting the Council's metadata standard requirements, the Council provides an ISO-19115 compliant metadata record creation tool called MERLIN. Details about creating and editing metadata records in MERLIN are available at: <https://restorethegulf.gov/merlin-landingpage>. Please reach out to merlin@restorethegulf.gov for additional questions about accessing MERLIN or editing metadata records.
14. Leveraging information for your project is shown to the right. Do you need to update your leveraging information? If yes, update the leveraging information, as appropriate. Please see the [Leveraging Information](#) section of this User Guide for additional guidance on updating your leveraging values.
15. Have you updated your GIS files?
 - a. If "yes," please describe what changed and why.

Before continuing to the next section of your performance report be sure to click "Save." Data may be lost when advancing to other tabs in your performance report without saving.

Performance Report Metrics Information

Performance Report Details

Questions Metrics Leveraging Uploads Submission

Application Metrics

	Baseline	Current	Target
1 HC006 : Habitat management and stewardship - # sub-grants/agreements	10	0	200
3 Sum of Workplan Current Values : 0		Sum of Workplan Target Values : 0	
Workplan Metric Information (Name - Identifier)	Baseline	Current : 0	Target
2 Bliss Bay Workplan 1 - BBWP1	0	0	5
4			
Workplan Metric Information (Name - Identifier)	Baseline	Current : 0	Target
Bliss Bay Workplan 2 - Workplan 2	0	0	1

- 1. Overarching Program Metric Information:** This area displays the metrics selected in your program application along with the last previously updated “current” values for each (i.e., if you have previously completed a Performance Report). As a reminder, a description of metrics can be found [here](#). Note: If your metrics have not pre-populated from your application or a previous Performance Report please contact helpdesk@restorethegulf.gov.
- 2. Workplan Metric Information:** This area displays the metrics selected for each workplan along with the last previously updated “current” values for each.
- 3. Sum of Workplan Current Metrics Values:** As information is updated, the sum of all workplan values will display beneath the program metric information.
- 4. Update Current Metric Value:** This allows you to update the “Current” value for each metric included in your project award.

Leveraging Information

Award Leveraging

Application Leveraging

Funds	Type	Status	Source	Source Type	Description
\$1,000,000	Adjoining	Committed	National Fish and Wildlife Foundation	Not For Profit	The USDAG and National Fish and Wildlife Foundation (NFWF) signed into an agreement being: Conservation Plans to Restore Health of the Bliss Bay Gulf Coast and have committed to \$1,000,000 for this effort. They will not be asking for matching Restore Act Funds but their involvement is critical to the advancement of this application.

Performance Report Leveraging

Funds: \$0 Source:

Type: Source Type:

Status: Description

[Edit Leveraging](#)

- 1. Award Leveraging and Workplan:** This displays the Leveraging identified in your overarching program and any approved workplans along with the last previously updated values for each (i.e., if you have previously completed a Performance Report). **Note: If your funding has not pre-populated from your application or previous Performance Report, or you need to add or delete a Leveraged Fund please contact helpdesk@restorethegulf.gov.**
- 2. Edit Leveraging:** This allows you to update your Leveraging information.

Leveraging

Funding Amount: 200000.00 Funding Type: Co-funding

Source: NOAA Source Type: Other Federal

Status: Committed

Description: Leveraged NOAA funds will be used to develop a pilot application to demonstrate how the GS SAV Restoration and Monitoring project can be scaled to the entire Gulf Region.

[Close](#) [Save changes](#)

- 3. Funding Amount:** Enter the updated total leveraged funding amount for the funding source described below. **Note: Decimal value cannot have more than 2 digits after the decimal.**
- 4. Funding Type:** Use the drop-down menu to select the type of leveraging you are describing. The types of funding available are:

Co-funding: Costs will be shared across funding from two or more sources. The leveraged funding from all sources is required in order to achieve the program or project workplan objective. In cases where co-funding is to be used, the commitment of such leveraged resources is required prior to award of Council-Selected Restoration Component funds. There may be an exception to this rule in cases where an activity could be scaled down in the event that the anticipated co-funding did not materialize. In such cases, the Council would need to consider whether an FPL amendment and/or award amendment would be needed to address the change in program scale;

Adjoining: Activities are proposed in a location that adjoins another existing or proposed program or project workplan. Geographic proximity is key to this type of leveraging of resources across activities;

Builds on other work: The program or project workplan builds upon activities completed or ongoing as part of other activities but is not captured by either of the other two types of leveraging.

- 5. Source:** Indicate the name of the agency/organization providing the leveraging funds.
- 6. Source Type:** Use the drop-down menu to select the source type for the resources that may be leveraged with your activity.
- 7. Status:** Use the drop-down menu to select the status of the leveraged funds being described. Options are Proposed (funds that have been proposed and may be provided in the future), Committed (funds that have been committed to be received for the activity), and Received.
- 8. Description:** Provide a brief narrative for the leveraging funding information you are providing.

Use the light gray square in the bottom right-hand corner of each text box to pull down and expand to desired size for better visibility and ease of writing.

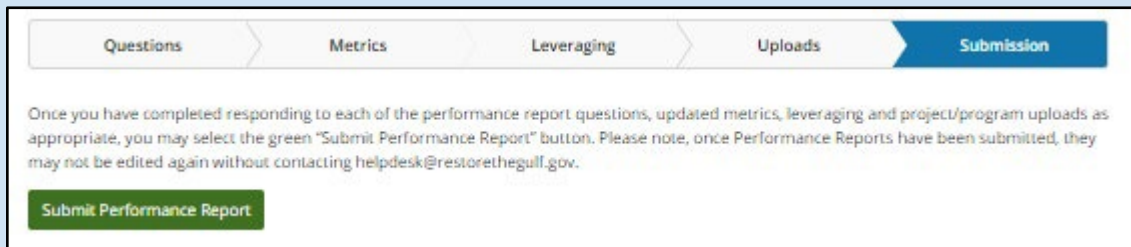
- 9. Performance Report Leveraging:** This displays the updated Leveraging information for each of your leveraged funds. The Approval Status can be either Pending, Approved, or Rejected. Pending indicates that either your Performance Report has yet to be submitted or that the RESTORE staff are still reviewing your submitted Performance Report. Approved indicates that your updated Leveraging information has been reviewed by RESTORE Staff and was accepted. Rejected indicates a problem with the Performance Report. In this case the RESTORE staff will reach out to the Report Point of Contact via email regarding the next steps.

Performance Report Uploads



- 1. Application Uploads:** This displays the GIS and ODP files uploaded in your application or files you've uploaded since (i.e., if you have previously completed a Performance Report).
- 2. Upload GIS Files:** Clicking this icon allows you to upload updated GIS files. File types can be either .7Z or .ZIP.
- 3. Upload eODP Files:** Clicking this icon allows you to upload an updated ODP. File types can be .PDF, .DOC, or .DOCX.
- 4. Upload Additional Files:** Clicking this button allows you to upload additional files which may not fall in the GIS or eODP categories, such as reports, additional details about work conducted during this performance period, or the CPS award required metrics upload. File types can be .PDF, .DOC, .DOCX, .7Z, or .ZIP.
- 5. Performance Report Uploads:** This section allows you to upload new files and displays newly uploaded files.

Submission



When you are finished with your Performance Report click "Submit Performance Report". Your Performance Report will then be forwarded to RESTORE staff for review. Your report will either be accepted or rejected. If rejected the report will be opened back up to you automatically by RESTORE staff and you will receive an email detailing the next steps.

Viewing Performance Reports

App Name	Creator	Date Created	Status
Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Program	dustin.reuther@restorethegulf.gov	6/29/2020 1:34:50 PM	Pending

Within PIPER select the Post-Award tab at the top of the webpage. This will present you with two options: View Performance Reports and Create Performance Report. Click “View Performance Reports” to view or edit your report(s).

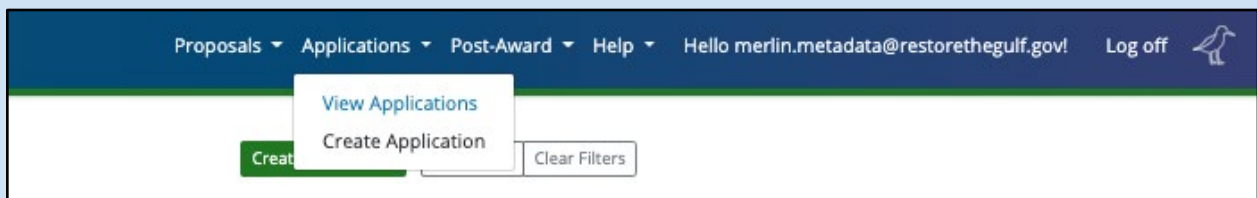
1. Search: You can search your reports by title using the search box next to “App Name”.

2. Edit: Select the pencil icon next to the report you want to edit. This will bring you to the report editor. If you need assistance with anything within the report editor, look for the corresponding section within the “Create Performance Report” portion of this manual.

Print: Select the printer icon next to the report you want to print. This will create a downloadable Word document file of your report.

Delete: Select the bin icon next to the report you would like to delete. **Please be careful not to select this icon, if you do not wish to delete the record.**

You may also view Performance Reports within the Application record for your award. To do so select “Applications” from the navigation bar at the top of your screen.



This will pull up a list of the awards and applications submitted by your organization or agency. (see next page)

Applications

Create Application
Filter By ▾
Clear Filters

All Applications Created by and Associated With Me

Title <input style="width: 100px;" type="text"/>		Sponsor	Bucket	EG ID	Status	
State Expenditure Plan #23: Orange Beach North Sewer Force Main Upgrade	●	AL	SEP	122	Awarded	
State Expenditure Plan #25: Fairhope Sewer Upgrade Phase I	●	AL	SEP	117	Awarded	
State Expenditure Plan #8: Aloe Bay/Mississippi Sound Water Quality Enhancement Project	●	AL	SEP	GNS2020000064	Accepted for Review	
State Expenditure Plan #9: Extension of Effluent Force Main from Bayou La Batre WWTF	●	AL	SEP	116	Awarded	
State of Alabama Planning State Expenditure Plan (PSEP)	●	AL	SEP	79	Awarded	
Strategic Land Protection, Conservation, and Enhancement of Priority Gulf Coast Landscapes in MS	●	MS	FPL	60	Awarded	

- 1. Search:** You can search your awards by title using the search box next to “Title”.
- 2. View Award:** To view details about a specific award, including performance reports, select the “eye” icon next to the appropriate award. This will pull up the award record.
- 3. View Performance Reports:** To view a list of all performance reports submitted under this award, select “Performance Reports” at the top right of your screen.

Application Viewer

Bucket Type: SEP
Performance Reports: ●

-- Select Performance Report --
merlin.metadata@restorethegulf.gov : Wednesday, September 23, 2020 11:31 AM
merlin.metadata@restorethegulf.gov : Friday, October 2, 2020 11:31 AM

General
Goals
Location
Narrative
Environmental
Uploads
Submission

Title ●

TRAINING: Bliss Bay PIPER Habitat Restoration Project

Abstract ●

Project Abstract: (Character limit: 1500) This project will provide \$15,213,200.00 million from RESTORE Act funds to support a highly effective coordinated leveraged effort with partners to restore and enhance migratory and shore bird habitat along 600 miles of the GulfCoast primarily on private lands around Bliss Bay. The requested funds will be leveraged with \$17,781,522.00 million from agency and partner funds to provide for a \$32,994,722.00 million total project cost over 5 years. The application area is in the midst of the central flyway for bird migration in the northern hemisphere. The endangered whooping crane, winters in a very small area each year in the Gulf mid coast, within part of the central flyway. Educating landowners in habitat restoration and enhancement via voluntary approach conservation management

252 of 1650 characters remaining

Category ●

Planning and Implementation ▾

Is this a construction project?

Yes

Activity Type ●

Project ▾

Project Duration (years) ●

5

Program ●

--Select-- ▾

Requested Funding Amount ●

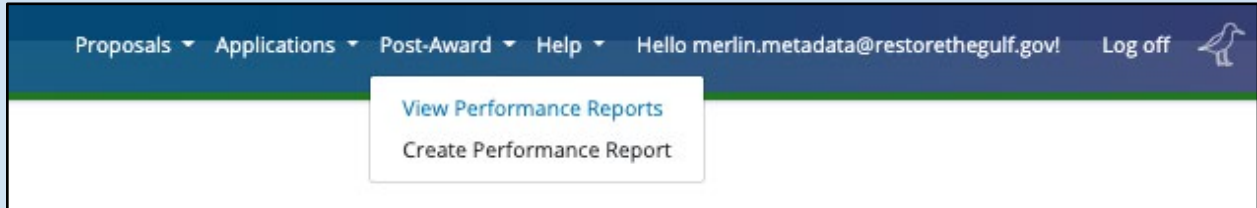
15213200.00

Section 4: Award Closeout Performance Reporting

*The final performance report submitted at the end of the period of performance for a RESTORE Council funded award is part of the process of “closing” an award. As there is not a separate PIPER “Close-out” module, grant/IAA recipients are asked to submit a final “Performance Report” in PIPER that includes additional “Close-out” uploads, as the final step in closing an award. Instructions for providing this final report are described below. You’ll note many of these instructions are duplicative of the instructions for providing a Performance Report, areas that differ for the final “Close-out” report are **highlighted in RED** below.*

Creating a Final Performance Report

To begin the process of closing out your award in PIPER, please log into PIPER at <https://www.restorethegulf.gov/apps/piper>. If you are unable to log into PIPER please contact the RESTORE Council helpdesk (helpdesk@restorethegulf.gov).



Step 1: Upon Logging in, select the Post-Award tab at the top of the webpage. This will present you with two options: “View Performance Reports” and “Create Performance Report.” Select “Create Performance” to begin.



Create Performance Report

Select an Awarded Application

Bliss Bay Submerged Aquatic Vegetation Rest

Application Details

Title:
Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Program

Abstract:
The Gulf State Department of Conservation and Natural Resources (GSDCNR) will complete a submerged aquatic vegetation (SAV) restoration program in Bliss Bay; and an SAV comprehensive mapping and monitoring program for coastal Gulf State. These programs will speed the recovery of areas that have known losses of SAV beds, either by prop scarring or natural disasters, and provide GSDCNR with vital SAV status and trends data, allowing further investigation to the factors that influence historic SAV loss as well as observed fluctuations in SAV coverage. Additionally, mapping will provide critical SAV extent and species composition data for resource managers and regulatory agencies, better informing regulatory decisions, future restoration efforts and the need for additional long-term SAV monitoring, protection and restoration.

Activity Type:
Planning and Implementation

Requested Funding Amount:
875000

Create Performance Report

Step 2: You will then be taken to a page with a dropdown list titled “Select an Awarded Application” containing the awarded projects for your agency. Once an awarded application is selected, details about that award will be displayed under “Application Details”, including the application title, abstract, activity type, and requested funding amount. After selecting the appropriate application from the “Select an Awarded Application” dropdown, click the green “Create Performance Report” button in the bottom right of the page.

You will then be brought to a blank Performance Report, which includes a series of tabs, all of which will be explained in further detail in designated sections of this user manual. Some information in these tabs will be pre-populated with information submitted in your selected award application. You may save your progress by clicking the green “Save” button at the bottom of the Questions tab to enable you to return to your report if need be. You can return to an incomplete report by selecting “View Performance Reports” under the Post-Award tab on the top of the webpage. Select the pencil icon next to the report you want to edit, allowing you to resume performance reporting.

Performance Reporting Questions

Performance Report Details

Application : TRAINING: Bliss Bay PIPER Watershed Restoration Program

Questions

Metrics

Leveraging

Uploads

Submission

1. Is this the final performance report (representing the entire project period) Note : Comments are limited to 2500 characters.

2. Is this a Commitment and Planning Support (CPS) FPL-funded project?

If “Yes”, have you uploaded the CPS metrics table under the ‘Uploads’ tab of this performance report? Please also complete questions 2 - 5 below, and mark N/A for questions 6 - 14 .

3. Are the program and all approved project workplans on schedule?

4. Please provide a summary of work completed during this reporting period. This should include the status of compliance requirements and whether the requirements of any Special Award Conditions (SACs) were met. If this is a program award with project workplans, please provide a summary for each project work plan.

5. As stipulated in 2 CFR, 200.329(b), the Federal awarding agency must require the recipient to relate financial data and accomplishments to performance goals and objectives of the Federal award. To meet this requirement, please explain: (a) how expenditures in this reporting cycle are related to and support the implementation and progress of the project; (b) if overall performance lags or exceeds expenditures (e.g. x% funds expended by only y% completion). Please provide details.

The following questions are included as part of the Questions tab in the Performance Report. Please answer Yes, No, or N/A and provide explanations in the note sections where appropriate.

1. **Is this the final performance report (representing the entire project period)?** Select Yes

2. **Is this a Commitment and Planning Support (CPS) FPL-funded project?** Select No for Program awards.
 - a. **If “Yes”, have you uploaded the CPS metrics table under the ‘Uploads’ tab of this performance report? Please also complete questions 3-5 below, and mark N/A for questions 6-14.** Select N/A for program awards.

3. **Are the program and all approved project workplans on schedule?**

For closeout reporting, select “N/A”, since the period of performance has ended. If the activities under the award were delayed during the award’s period of performance please provide a brief explanation of delays experienced during the entire award period of performance (e.g. No-cost extensions, etc.).

4. Please provide a summary of work completed during this reporting period. This should include the status of compliance requirements and whether the requirements of any Special Award Conditions (SACs) were met. If this is a program award with project workplans, please provide a summary for each project work plan. **Note: For award closeout, please provide a summary of activities completed since the last performance report was submitted.**
5. As stipulated in 2 CFR, 200.329(b), the Federal awarding agency must require the recipient to relate financial data and accomplishments to performance goals and objectives of the Federal award. To meet this requirement, please explain: (a) how expenditures in this reporting cycle are related to and support the implementation and progress of the project; (b) if overall performance lags or exceeds expenditures (e.g. x% funds expended by only y% completion). Please provide details.
6. Are there any overarching program or project workplan-specific metric targets that may not be met within the award time?
 - a. If "YES" can those metric targets be met with a time extension or other adaptive management strategies? **For closeout reporting, select "Yes", if any of the project goals and/or metric targets identified when the activity was awarded were not met.**
 - b. If "Yes", please indicate whether you have communicated with Council staff. Select "No" if you need to have further discussion with Council staff.
 - c. Please describe any adaptive management strategies you have implemented or plan to implement to help meet metric targets, including a time extension. **For closeout reporting, provide a description of any adjustments to activities that were implemented to meet program or project workplan 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 program benefits, and any uncertainties regarding them.**
7. **6. All metric values for your program and associated workplans are shown to the right. Update the "current" value for all metrics, as appropriate. Please see the [Metrics Information section](#) of this User Guide for additional guidance on updating your metric values. 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 #3 of the performance report.**
8. **Have you begun collecting observational data?** In the text box, please provide a brief description of the observational data you have begun collecting. **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.**

9. **Are you on schedule to perform all data collection activities described in your ODP?** 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.
10. **Have you submitted an updated ODP?** 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 Data Closeout form.
11. **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. 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.
12. **Is there information needed to complete your ODP that is still unavailable or TBD?** 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.
13. **Are your data publicly available?** For closeout reporting, your response to this question should be “Yes” as making data publicly available is part of RESTORE Council award conditions. See below for additional information on completing the Observational Data Closeout form.
 - a. If "yes," how and where is it accessible? Is the associated metadata record in the Council's metadata record tool ([MERLIN](#)) up-to-date? For closeout reporting, your response to this question should be “Yes” as providing ISO 19115-compliant metadata for all funded activities is required for all RESTORE Council awards. Details about editing metadata records in MERLIN, the Council’s metadata records creation tool are available at: <https://restorethegulf.gov/merlin-landingpage>.
14. **Leveraging information for your project is shown to the right. Do you need to update your leveraging information?** If yes, update the leveraging information, as appropriate. Please see the Leveraging Information at Closeout section of this User Guide for additional guidance on updating your leveraging values for your final performance report.
15. **14. Have you updated your GIS files?** If "yes," please describe what changed and why. Note: At award closeout final GIS files that include geospatial data for all areas of activity under the award must be provided if your program or a project workplan location was changed during the period of performance. See the Closeout Uploads Section below for additional guidance on providing your final GIS files.

Final Metrics Information

Performance Report Details

Questions Metrics Leveraging Uploads Submission

Application Metrics

	Baseline	Current	Target
1 HC006 : Habitat management and stewardship - # sub-grants/agreements	10	0	200
3 Sum of Workplan Current Values : 0		Sum of Workplan Target Values : 0	
Workplan Metric Information (Name - Identifier)	Baseline	Current : 0	Target
2 Bliss Bay Workplan 1 - BBWP1	0	4 0	5
Workplan Metric Information (Name - Identifier)	Baseline	Current : 0	Target
Bliss Bay Workplan 2 - Workplan 2	0	0	1

- 1. Overarching Program Metric Information:** This area displays the metrics selected in your program application along with the last previously updated “current” values for each (i.e., if you have previously completed a Performance Report). As a reminder, a description of metrics can be found [here](#). Note: If your metrics have not pre-populated from your application or a previous Performance Report please contact helpdesk@restorethegulf.gov.
- 2. Workplan Metric Information:** This area displays the metrics selected for each workplan along with the last previously updated “current” values for each.
- 3. Sum of Workplan Current and Metrics Values:** As information is updated, the sum of all workplan values will display beneath the program metric information.
- 4. Update Current Metric Value:** This allows you to update the “Current” value for each metric included in your project award.

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 in the performance report narrative.

Final Leveraging Information

Award Leveraging

Application Leveraging

Funds	Type	Status	Source	Source Type	Description
\$1,000,000	Adjoining	Committed	National Fish and Wildlife Foundation	Not For Profit	The USDAG and National Fish and Wildlife Foundation (NFWF) signed into an agreement being: Conservation Plans to Restore Health of the Bliss Bay Gulf Coast and have committed to \$1,000,000 for this effort. They will not be asking for matching Restore Act Funds but their involvement is critical to the advancement of this application.

Performance Report Leveraging

Funds: \$0 Source:

Type: Source Type:

Status: Description

[Edit Leveraging](#)

- 1. Application Leveraging:** This displays the Leveraging identified in your overarching program and any approved workplans, along with the last previously updated values for each (i.e., if you have previously completed a Performance Report). Note: If your funding has not pre-populated from your application or previous Performance Report, or you need to add or delete a Leveraged Fund please contact helpdesk@restorethegulf.gov.
- 2. Edit Leveraging:** This allows you to update your Leveraging information.

The screenshot shows a 'Leveraging' form with the following fields and values:

- Funding Amount:** 200000.00 (Callout 3)
- Funding Type:** Co-funding (Callout 4)
- Source:** NOAA (Callout 5)
- Source Type:** Other Federal (Callout 6)
- Status:** Committed (Callout 7)
- Description:** Leveraged NOAA funds will be used to develop a pilot application to demonstrate how the GS SAV Restoration and Monitoring project can be scaled to the entire Gulf Region. (Callout 8)

Buttons at the bottom: Close, Save changes

- Funding Amount:** Enter the updated total leveraged funding amount for the funding source described below. **Note: Decimal value cannot have more than 2 digits after the decimal.**
- Funding Type:** Use the drop-down menu to select the type of leveraging you are describing. The types of funding available are:

Co-funding: Costs will be shared across funding from two or more sources. The leveraged funding from all sources is required in order to achieve the program or project workplan objective. In cases where co-funding is to be used, the commitment of such leveraged resources is required prior to award of Council-Selected Restoration Component funds. There may be an exception to this rule in cases where an activity could be scaled down in the event that the anticipated co-funding did not materialize. In such cases, the Council would need to consider whether an FPL amendment and/or award amendment would be needed to address the change in program or workplan scale;

Adjoining: Activities are proposed in a location that adjoins another existing or proposed program or project workplan. Geographic proximity is key to this type of leveraging of resources across activities;

Builds on other work: The program or project workplan builds upon activities completed or ongoing as part of other activities but is not captured by either of the other two types of leveraging.

- Source:** Indicate the name of the agency/organization providing the leveraging funds.
- Source Type:** Use the drop-down menu to select the source type for the resources that may be leveraged with your activity.

- Status:** Use the drop-down menu to select the status of the leveraged funds being described. Options are Proposed (funds that have been proposed and may be provided in the future), Committed (funds that have been committed to be received for the activity), and Received.

Note: At award closeout all leveraged funds should be listed as “received”. If funds were proposed, but never received, please revise the leveraged value amount for those funds to “0”, and revise the status to “received.”

- Description:** Provide a brief narrative for the leveraging funding information you are providing.

Use the light gray square in the bottom right-hand corner of each text box to pull down and expand to desired size for better visibility and ease of writing. **For closeout reporting, please update the leveraged funding description to indicate any change in the leveraged funding amount during the project’s duration, and the reason for this change. For leveraged funding that was “proposed” when the award was made, but never received due to unforeseen circumstances, please provide an explanation for why those funds were not received (e.g. “Funds proposed for purchase of adjoining property were not received as property is no longer available for purchase by partner agency.”)**

- Performance Report Leveraging:** This displays the updated Leveraging information for each of your leveraged funds, when they were last updated, and by whom. The Approval Status can be either Pending, Approved, or Rejected. Pending indicates that either your Performance Report has yet to be submitted or that the RESTORE staff are still reviewing your submitted Performance Report. Approved indicates that your updated Leveraging information has been reviewed by RESTORE Staff and was accepted. Rejected indicates a problem with the Performance Report. In this case the RESTORE staff will reach out to the Report Point of Contact via email regarding the next steps.

Final Uploads

The screenshot shows a navigation bar with tabs: Questions, Metrics, Leveraging, Uploads (selected), and Submission. Below the navigation bar are two main sections: 'Application Uploads' and 'Performance Report Uploads'. The 'Application Uploads' section has a table with columns 'Section' and 'File Name', containing rows for 'GIS' and 'ODP'. The 'Performance Report Uploads' section has a table with columns 'Section', 'File Name', 'Actions', and 'Status', also containing rows for 'GIS' and 'ODP'. An 'Upload Additional Files' button is located below the 'Performance Report Uploads' table. Numbered callouts are placed as follows: 1 on the 'Application Uploads' header, 2 on an upload icon in the 'Actions' column of the 'GIS' row in the 'Performance Report Uploads' table, 3 on the 'Upload Additional Files' button, 4 on the button itself, and 5 on the 'Performance Report Uploads' header.

- Application Uploads:** This displays the GIS and ODP files uploaded in your application or files you’ve uploaded since (i.e., if you have previously completed a Performance Report).
- Upload GIS Files:** Clicking this icon allows you to upload updated GIS files. Files types can be either .7Z or .ZIP. **For award closeout: If your program or a project workplan location was changed during the period of performance e.g. (increased or decreased in size, specific locations**

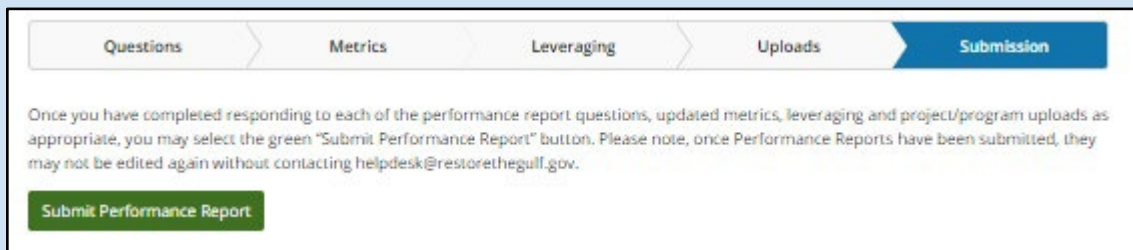
were identified, etc.) or your award included a special award condition requiring final GIS data be submitted at closeout, upload those files in this section. Please have the spatial data in the template format ([template link](#)) and update the metadata as needed.

- 3. Upload eODP Files:** Clicking this icon allows you to upload an updated eODP. Files types can be .PDF, .DOC, or .DOCX.
- 4. Upload Additional Files:** Clicking this button allows you to upload additional files which may not fall in the GIS or eODP categories, such as reports, additional details about work conducted during this performance period, or the CPS award required metrics upload. Files types can be .PDF, .DOC, .DOCX, .7Z, or .ZIP.

Note: For Closeout Reporting an Observational Data Closeout Report is required to be completed outside of PIPER, and uploaded as a PDF to PIPER. Please see the [Observational Data Closeout Report Instructions](#) below for additional information.

- 5. Performance Report Uploads:** This section allows you to upload new files and displays newly uploaded files.

Closeout Report Submission



Once you have completed responding to each of the performance report questions, updated metrics, leveraging and project/program uploads as appropriate, you may select the green "Submit Performance Report" button. Please note, once Performance Reports have been submitted, they may not be edited again without contacting helpdesk@restorethegulf.gov.

[Submit Performance Report](#)

When you are finished with your Performance Report click "Submit Performance Report". Your Performance Report will then be forwarded to RESTORE staff for review. Your report will either be accepted or rejected. If rejected the report will be opened back up to you automatically by RESTORE staff and you will receive an email detailing next steps.

Observational Data Closeout Report

An Observational Data Closeout Report is required as part of closing out all RESTORE Council awards. Some of the questions included in the Observational Data Closeout Report may be similar to questions asked in the PIPER Performance Report form. We encourage recipients to use the Observational Data Closeout Report to provide more specific details regarding data collection activities and results than is requested in the Performance Report Form.

To complete your Observational Data Closeout Report, please fill out and submit the [Google form linked here](#).

This form is accessible without a Google account. Please note that the only way to save your responses between sessions is to submit the form. When you have submitted your form, you will receive an email confirmation containing your submission. This email will also contain a link where you may edit your responses.

Observational Data Closeout Report Questions

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 have verified that the current values of metrics are up-to-date in PIPER and can be considered final as of the submission of this report.** Check box. See the [Final Metrics Information](#) instructions for additional information on final metrics reporting.
- 5. I verify that the latest Observational Data Plan (ODP) uploaded to PIPER 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.
- 6. Have you completed observational data collection of all metrics and parameters 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).
- 7. 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.
- 8. I verify that the latest Data Management Plan (DMP) uploaded to PIPER contains no inaccuracies, missing details, or TBD items, and may be considered final as of the closeout date.**

If you are using the ODP form template released in the [ODP Draft Interim Guidance](#), you are required to submit a separate DMP form. At award closeout the final version of the DMP should be uploaded along with the final Performance Report. Projects using the electronic ODP form (eODP) released in 2021 will not have a DMP form, and should select the second response option. See the Final Uploads instructions for additional information on uploading ODP documents.
- 9. I have made restricted-use data available to the Council in a digital, machine-readable and non-proprietary format as of the closeout date.** All Council-funded activities are required to make their award data publicly available in a digital, machine-readable and non-proprietary

format, unless it is restricted-use. Any restricted-use data should be provided to the Council before award closeout. Select “Not applicable” if there is no restriction on the use of data related to this project.

10. 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.
11. For each data type listed in your DMP (or eODP), please describe how to access the data, providing links if possible. Data collected for each ODP measure should be included. Projects using the electronic ODP (eODP) form released in 2021 will not have a DMP form, and should instead reference each of the data types from the electronic ODP. 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
12. 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.
13. I have made metadata for my project publicly available in ISO-19115 Format. According to the Council’s approved metadata standard, Council-funded activities are to provide award metadata in an ISO-19115 format.
14. Please describe how to access your metadata, providing a link if possible. To assist with meeting the Council’s metadata standard requirements, the Council provides an ISO-19115 compliant metadata record creation tool called MERLIN. Details about creating and editing metadata records in MERLIN are available at: <https://restorethegulf.gov/merlin-landingpage>. Please reach out to merlin@restorethegulf.gov for additional questions about accessing MERLIN or editing metadata records.
15. Please list any papers, reports, or publications that make use of data related to this project and describe how they may be accessed. Please use this section of the Observational Data Closeout Report to provide reference details (e.g., citations) for these items as well as for any additional papers, reports, or publications that may not have been uploaded to PIPER.

Section 2

Project Parameters- I

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

1. Parameter 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.

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

By selecting “Yes” to this question, the Observational Data Closeout Report form will indicate that additional project parameters are to be reported in. Selecting “No” indicates that there are no additional project parameters to report on. When there are no more additional project parameters 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.

2. **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.

3. **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.

Observational Data Closeout Report Submission

When you have filled out all of the required questions (marked with red asterisks) in your Observational Data Closeout form, click the “Submit” button. This will save your responses and provide you with a copy via a confirmation email. To revise your responses, use the link provided in the confirmation email to reopen the form, and remember to click “Submit” to save any changes. You may repeat this process as needed.

Once you are satisfied with the responses in your confirmation email, please upload a PDF copy to PIPER. To do so, save the email as a PDF by opening the print menu and selecting "save as PDF" from the printer options. If you are unable to save, please request a PDF copy from Council staff that you may upload to PIPER.

Appendix 1. Example Milestone Summary Narrative for Land Acquisition Programs.

1. Application: Bliss Bay Land Acquisition Program

Overarching Bliss Bay Land Acquisition Program Milestone Summary

Milestone Name: Program Management & Oversight

Milestone Description: BDEP's oversight and administration of the grant from RESTORE Council and development of subrecipient agreements for multiple land acquisition projects to be funded under the Bliss Bay Land Acquisition Program (BBLAP). This milestone includes identification and development of subrecipient contracts, submission of project-specific workplans to the Council, oversight of grant subrecipients, required annual and close-out grant reporting, and site visits to land acquisition projects.

Work Products: performance and financial reports, project subrecipient agreements, project workplans, acquisition site visit reports

Workplan#1: Milestone Summary for Upper Bliss River Land Acquisition Project

Milestone Name: UBR: Upper Bliss River #1 Land Acquisition

Milestone Description: The Bliss River Conservancy will perform due diligence activities and acquire multiple parcels in the Upper Bliss River watershed (approximately 1,500 acres). This milestone includes completion of all pre-acquisition and post-acquisition required documentation.

Work Products: All pre-acquisition and post-acquisition requirements documentation, Deed, NOFI, and GIS files as detailed in the award SACs.

Milestone Name: UBR: Upper Bliss River #2 Land Acquisition

Milestone Description: The Bliss River Conservancy will perform due diligence activities and acquire multiple parcels in the Upper Bliss River watershed (approximately 325 acres). This milestone includes completion of all pre-acquisition and post-acquisition required documentation.

Work Products: All pre-acquisition and post-acquisition requirements documentation, Deed, NOFI, and GIS files as detailed in the award SACs.

Milestone Name: UBR: Upper Bliss River Land Management Plan Development

Milestone Description: This milestone includes the development of a land management plan that will cover both UBR #1 and UBR #2. The goal of the

management plan will be to inventory, manage, enhance and protect the biodiversity of the natural communities on the acquired land.

Work Product Name: UBR Land Management Plan

Milestone Name: UBR: Upper Bliss River Land Management Implementation Activities

Milestone Description: This milestone covers implementation of management activities for UBR Tract #1 and UBR #2 to be carried out in two phases. Phase one will implement immediate management activities including protection of boundaries, marking property lines, purchase of equipment and supplies for management, and installation of educational signage within approximately 6 months of the second purchase closing date. Phase two will implement initial habitat management activities including invasive species control for a 5-year period.

Work Product Name: UBR Land Management Implementation Report

Workplan #2: Milestone Summary for Bliss Bay Barrier Island Land Acquisition Project

Milestone Name: BBBI: Bliss Bay Barrier Island Land Acquisition

Milestone Description: The State of Bliss Department of Wildlife and Fisheries (BDWF's) will perform due diligence activities and acquire multiple parcels on Bliss Bay Barrier Island (approximately 400 acres). This milestone includes completion of all pre-acquisition and post-acquisition required documentation.

Work Products: All pre-acquisition and post-acquisition requirements documentation, Deed, NOFI, and GIS files as detailed in the award SACs.

Milestone Name: BBBI: Bliss Bay Barrier Island Land Management Plan Development

Milestone Description: This milestone includes the development of a land management plan for the BBBI acquisition project. The management plan will be an addendum to BDWF's existing management plan for the BBBI Coastal Preserve.

Work Product Name: BBBI Land Management Plan