Mississippi Coastal Impact Assistance Program (CIAP)
Annual Performance Report
Rev. March 2013

Instructions (*Delete these instructions and this page prior to submitting*).

Complete this Performance Report form and send it via e-mail it to your county CIAP Coordinator (for county projects) or to the Mississippi Department of Marine Resources (for state projects) at the end of each reporting period as specified in the Grant Award with any deliverables or supporting documentation.

For **Hancock County**, send to Pam Hines at pam.hines@co.hancock.ms.us,, for **Harrison County** send to Kristyn Gunter at kristyn@bmienvironmental.com, for **Jackson County**, send to Michele Coats at michele_coats@co.jackson.ms.us, for **State projects**, to MDMR c/o Melanie Lane at melanie.lane@dmr.ms.gov or 1141 Bayview Avenue, Biloxi, MS 39530. For questions, call 228-523-4076.

<u>Be sure to complete all fields and describe your CIAP project's cumulative accomplishments from the beginning of your project (Grant Award date) to the end of the reporting period. If this is your final report, please indicate it on the form.</u>

Thank you.

MISSISSIPPI COASTAL IMPACT ASSISTANCE PROGRAM
PERFORMANCE REPORT

Text boxes will expand to accommodate any length of comments.

Period covered by this report:		Annual or Final report?	

1. Project Information:

Name of Organization	
CIAP Grant Award Number	
Project Number and Name	
Grant Award Date	

2. Project Point of Contact – person completing this form *(please note if point of contact has changed).*

Name	
Title	
Complete Mailing Address	
Office Phone	
Cell Phone	
Fax	
E-mail	

3. Goals and Objectives:

3a. State the goal of your CIAP Project as defined in your Grant Award.

3b.State the measurable objectives of your project as defined in your Grant Award:

3c. List all deliverables with due dates as stated in the Grant Award:

4. Performance Report: *Please refer to your approved Grant Award for reference and assistance.*

4a. Accomplishments: *Describe actual cumulative accomplishments achieved compared to established objectives from the beginning of your project (Grant Award date) to the end of this reporting period.*

4b. Schedule: *Discuss your progress on the timeline established in the Grant Award. Explain reasons for any slippage, if established goals and objectives were not met. Also describe any favorable developments that may enable achieving time schedules and objectives sooner or at less cost than anticipated, or producing more beneficial results than originally planned.*

4c. Other information: *Were there any costs overruns or high unit costs incurred during the reporting period? If so, explain.*

4d. Problems or Delays: *Explain any problems, delays, or adverse conditions that may materially impair the ability to meet the objective of the award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.*

5. Future Plans:

5a. Do you have any upcoming events, programs, presentations or functions planned for the next reporting period related to this CIAP project? If so, please list with date (if known).

5b. For interim reports, discuss plans for the future – i.e. how will this project be sustained beyond CIAP funding? For final reports, discuss lessons learned from this project.

6. Project Deliverables:

6a. List here and attach to this report all deliverables <u>due during this reporting period</u> such as digital photos, permits, findings, maps, media coverage, brochures, plans, reports and other work products

6b. If you purchased real property with this CIAP grant, please attach or list below a property inventory list that includes the item description, model, serial number, source of property, who holds title, acquisition date, cost, percentage of federal participation in the cost, location, use and condition.

7. Summary or comments:

Optional – Provide any additional comments or summary on this CIAP project.