

Resolving Omnibus Extension and Education Project Records: Requirements and Guidance

[Initial Release: February 2022; **November 2022 Updates**]

Overview:

The NSGO has historically been limited in its ability to effectively communicate the details of its extension and education investments and efforts in real time when requested by entities in the legislative and executive branches. While post-action reporting on extension and education (such as the annual reports) is strong and does provide adequate detail; NSGO has been limited in its ability to answer questions prior to this reporting (e.g., funding and/or scope of work) and limited information also impacts strategic discussions and planning around relevant national coastal issues.

Response:

Beginning in 2021, programs were required, to the best of their ability, to describe their omnibus extension and education activities more granularly than in the past by characterizing them as discrete projects within PIER. This action is similar to how research projects have long been characterized as discrete projects within PIER.

This is an ongoing responsibility and is not required to be reflected within a program's omnibus application, where extension and education programming may still be reflected in an aggregated fashion. To describe this effort, the term "resolve" will be used, which is referenced as the process "to separate or cause to be separated into components."

Please also note that refinements to this process may occur in the future as we collectively determine the best practices for capturing all of Sea Grant's extensive portfolio.

Given that programs can resolve their omnibus projects through the entirety of the grant award (but highly recommended to do so before each annual reporting deadline), initial refinements are anticipated to be made in the second half of 2023 following annual reporting, and will be done so in consultation with the Sea Grant Network.

Requirements:

1. Degree of Resolution:

The NSGO believes each program is most adept at defining or framing their cumulative extension and education programming into "Projects." The capitalized term "Project" is used in this guidance to reflect the designation that an extension or education activity will have in PIER, so that the records can be fully integrated into Sea Grant's PIE (Planning, Implementation, Evaluation) and communications processes.

It is not a requirement to fully resolve all extension and education funding, as proportions of these funds may be dedicated to general coordination and broader program activities that cannot be cleanly delineated. An "overarching" PIER Project record will still need to be created for extension and education efforts, as has existed for previous omnibus extension and education PIER Project records. And to reiterate, Project-level delineation is not required to be reflected within a program's omnibus application, where extension

and education programming may still be reflected in an aggregated fashion.

Please note that webform functionality only allows submissions on a Project-by-Project basis. Thus, there will be no project compilation similar to the defunct Excel 90-2 Long-Form.

2. Timing:

Generally, the 90-2 form for a project is due within 30-days after the applicant has been notified via email that their application has been recommended for funding and forwarded to NOAA's Grants Management Division. For the upcoming 2024-2027 Omnibus, programs will need to submit a 90-2 form for each project within the omnibus application by Friday, January 19, 2024. To the extent possible, it is recommended that resolved Projects are submitted with the overarching omnibus extension and education project. This timeline, though, is not a requirement for resolving extension and education Projects. Programs can continue submitting resolved Projects as they are identified over the omnibus grant period. For annual reporting purposes, it is strongly encouraged and appreciated that any newly resolved Project(s), which are intended to be reported on, are submitted by the end of April each year.

3. Information Collection:

Programs will complete a 90-2 Project Summary with the same level of required information as all other PIER Projects. Thus, Projects must include the following details of an activity, at a minimum: date of activity, project leads (or PIs); methodology, objectives, and/or rationale of the work; partners associated with the activity; and estimated annual funding (this is not an exhaustive list of all 90-2 components).

Funding is to be identified to the best of the program's ability, but must only be represented within a single Project record (no double-counting). This goes for both federal and match funds. Project funding should be documented with the following methods:

- a. Match is only required for an overarching omnibus extension and education PIER Project record; however, it is preferred to be included with each resolved Project (see slide Appendix; slide 6). If programs fund extension and/or education activities predominantly through match funds, then match must be reported for the resolved Project.
- b. For accurate accounting, resolved extension and education Projects in PIER will be taken into account with the overarching Project record, in the same manner as done for future competed research and program development PIER Project records.
- c. An extension and education fund record can exist within the same Project, but the webform is not currently structured to capture this currently. Programs may provide comments for this action to be performed by NSGO.
- d. Project funding modified after the initial submission can be adjusted in PIER (Funding Page). Contact oar.sg.info-admin@noaa.gov when making adjustments, so that approval can be given.

4. Data Management:

- a. Project Naming: Projects should be identified by the same overarching extension or education project ID, and amended with a suffix. For example, an overarching Project record (A/E-1) could be coupled with related Project records: A/E-1-A and A/E-1-B (see Appendix; slide 6).
- b. Classification Codes: Similar to all other 90-2 Project summary records, each record may only select one primary classification. Primary classifications are designed to holistically capture all functional areas, as spending by topical area and functional area is often requested by legislative and executive branch entities. For overarching extension and education records, a single cross-functional classification code will be used to identify broad functional area activities.

5. Reporting Guidance:

With respect to annual reporting in PIER, programs will have the option, in many cases, to report to the overarching or a specific resolved Project. There will be no difference to a Project's functionality in PIER.

- a. Level of Effort % across Focus Areas - must be reported for each submitted Project record (overarching and resolved Projects).
- b. For other reporting requirements, the preference would be to:
 - i. Impacts and Accomplishments - associate to a resolved Project if there is a throughline and appropriate alignment between objective and outcome.
 - ii. Leveraged Funding - associate with the overarching Project record, although the option to associate with a resolved Project is possible.
 - iii. Performance measures and metrics - continue submitting as previously done. PIER will synthesize this irregardless of its Project-level association

Resolving Omnibus Extension and Education Project Records

Beginning in 2021, programs are required, to the best of their ability, to describe their extension and education activities more granularly than in the past by characterizing them as discrete projects within PIER.

resolve: to separate or cause to be separated into components.

Code	Description	% Investment
10	COMMERCIAL BIOTECHNOLOGY	1.4
20	ENVIRONMENTAL TECHNOLOGY	3.0
30	COMMERCIAL FISHERIES	7.0
40	AQUACULTURE	12.0
50	SEAFOOD TECHNOLOGY	1.6
60	COASTAL BUSINESS DEVELOPMENT	0.6
70	COASTAL COMMUNITY DEVELOPMENT	2.9
80	MARINE INFRASTRUCTURE	0.0
90	WATER QUALITY	7.3
100	HABITATS	6.8
110	SUSTAINABLE DEVELOPMENT	1.4
120	COASTAL AND NATURAL HAZARDS	4.3
130	SAFETY AT SEA	0.4
140	EDUCATION	12.2
150	MARINE ADVISORY EXTENSION SERVICE	27.4
160	COMMUNICATION	1.3
170	PROGRAM ADMINISTRATION	4.2
180	PROGRAM DEVELOPMENT	0.2
190	OTHER	1.2
200	CLIMATE	2.4
210	ENERGY	0.1
220	SOCIAL SCIENCE	1.9
230	MARINE & AQUATIC LITERACY	0.5

Relative investment (total \$, including match) for Education, Extension, and Research Projects from 2010-2020. Only Primary Classification Codes used in analysis.

Planning

★ For Omnibus applications extension and education programming may still be reflected in an aggregated fashion.

90-2 Project Summary forms are decoupled from applications to Grants.gov. Only the “overarching” extension / education Project is required to be submitted within the 45-day window, although its recommended to submit all known resolved Projects at this time.



Planning → Implementation

- Each program is most adept at defining or framing their cumulative extension and education programming into “Projects.”
- The term “Project” is used to reflect the designation that an extension or education activity will have in PIER.
- Two common ideas for resolution:
 - By project / internal program.
 - Cross-cut activities by classification / strategic goal.



Submit required Projects to PIER via Webform



*ASAP - rolling window
for submission*

Submit resolved Projects to PIER via Webform



By Project/Program

*See
slide 4*



By Classification



May (annually): Determine additional Projects to submit in prep for annual reporting

Planning → Implementation

Example: by project / program

Focus Area A. Healthy New York Coastal Ecosystems

Impairment of New York coastal ecosystems and habitats is a major concern because of the widely-recognized suite of ecosystem services they provide when healthy and functioning.

Watercraft Inspection Program Leadership to Prevent the Spread of Aquatic Invasive Species

Strategy and Rationale

NYSG proposes to train and standardize program materials for watercraft inspection stewards across New York. As new steward programs are formed, they need to be trained to use and

Raising Awareness and Empowering the Public to Stop the Spread of Aquatic Invasive Species

Strategy and Rationale

Public action and response can only be generated by those who understand an issue and realize what can be done to mitigate the impacts. By working closely with NYSG, anglers, stakeholders,

Long Island Sound Stewardship

Strategy and Rationale

The Long Island Sound Stewardship Initiative was created to protect the areas around the Sound that are not only important for plants and animals but also for residents that use these

Example: by classification

Program or Project	Staff	FTE	Budget
1	A	0.25	20,000
1	B	0.25	15,000
1	C	0.2	8,000
2	ALL		50,000

Recreation and Sustainable Coastal Tourism

Aquaculture

Suggestion: build program/project alignment then classify. Rather than making calculations to best fit each classification.

Implementation

- Data fields (required):
 - Program
 - Functional Area; Project ID; Project Title
 - Principal Investigator(s) + Affiliation. Does not need to be exhaustive. Lead is fine.
 - Partners (optional)
 - Abstract: **Methods***; **Objective**; **Rationale***
 - Focus Areas (**Primary**; Secondary = optional).
 - Categorization:
 - **Classification**; Administrative Priority (new field; select if applicable)
 - **Competitive, Multi-Program**; **Regional**

**required field, but can reference Objective*

- Budget fields (required):
 - **Funding should only be represented with one Project record (no double-counting).**
 - **Federal** - not requesting a detailed accounting calculation.
 - **Match*** - Ideally identified at Project-level, but only required for overarching record.
 - **Year by Year funding.** Can be added in PIER after submission.
 - An extension and education fund record can exist within the same Project, but webform not currently structured in this manner. Use comments.

**required field, but can be zero*

Visualizing PIER Records (Funding Page)

previous entry - example of 2018-2021 Omnibus Extension and Outreach Program (funding for FY19 only shown)

Program	Fund Status	Project Status	FED FY	Award #	Program Project ID	Amendment	Source		FundSG (Awarded)	FundMatch (Awarded)	FundPassthru (Awarded)	Total Funding (Awarded)	Functional Area	Project Title
Test	Awarded	Not Submitted	2019	88888	A/2018-2021-EOP	0	SG-CORE	Move \$	\$500,000	\$250,000		\$750,000	Extension	Extension and Outreach Program

↳ Only one; resolution can be performed in a variety of ways

Match does not need to be >50% for each Project, only cumulative for Extension/Education programming

resolved entry - example 2022-2023; single FY funding shown

Program	Fund Status	Project Status	FED FY	Award #	Program Project ID	Amendment	Source		FundSG (Awarded)	FundMatch (Awarded)	FundPassthru (Awarded)	Total Funding (Awarded)	Functional Area	Project Title
Test	Not Submitted	Not Submitted	2022	88888	A/2022-2023-EOP	0	SG-CORE		\$75,000	\$75,000		\$150,000	Extension	Extension and Outreach Program
Test	Not Submitted	Not Submitted	2022	88888	A/2022-2023-EOP-A	0	SG-CORE		\$60,000	\$20,000		\$80,000	Extension	Aquaculture Extension
Test	Not Submitted	Not Submitted	2022	88888	A/2022-2023-EOP-B	0	SG-CORE		\$80,000	\$35,000		\$115,000	Extension	Sustainable Tourism
Test	Not Submitted	Not Submitted	2022	88888	A/2022-2023-EOP-C	0	SG-CORE		\$100,000	\$50,000		\$150,000	Extension	Stormwater Management Outreach and Education
Test	Not Submitted	Not Submitted	2022	88888	A/2022-2023-EOP-D	0	SG-CORE		\$110,000	\$25,000		\$135,000	Extension	Climate Resilience Outreach and Training
Test	Not Submitted	Not Submitted	2022	88888	A/2022-2023-EOP-E	0	SG-CORE		\$50,000	\$0		\$50,000	Extension	Invasive Species Programming
Test	Not Submitted	Not Submitted	2022	88888	A/2022-2023-EOP-F	0	SG-CORE		\$25,000	\$45,000		\$70,000	Extension	Working Waterfronts Outreach
TOTALS:									\$500,000	\$250,000	\$0			

Evaluation / Reporting



- In many cases, programs will have the option to report to the overarching or a specific resolved Project.
- Due to PIER architecture, appropriate Level of Effort % across Focus Areas must be reported for each submitted Project record.
- Association with Projects:
 - I&A = specific Project if appropriate alignment.
 - Lev Funds = overarching, but have option for either.
 - Perf Meas/Metrics = as previously done. PIER will synthesis irregardless of association.



May (annually): Determine additional Projects to submit in prep for annual reporting



*Technical upload /
validation support as
needed*



Perform annual reporting

*Technical upload /
validation support as
needed*