

TIGER DISCRETIONARY GRANT PROGRAM

PROJECT QUARTERLY REPORT: (insert name of project)

1. TDG Project Overall Status

	Green (No Deviations)	Yellow (Limited / Controlled Deviations)	Red (Material Deviations)	Explanation of and Reason for Deviation (Summary)
Scope				
Schedule				
Budget				

2. TDG Project Scope

Please provide sufficient detail to define deviations adequately:

Deviations to Scope of Work

- List and explain any deviations from the agreed upon scope.

3. TDG Project Schedule

Please provide sufficient detail to define delays and/or exposures to delays adequately:

Project Completion Percentage

- Provide overall plan completion percentage vs. latest plan percentage.

External Dependencies

- Identify and list any dependencies between scheduled tasks.

Assumptions

- Identify and list any project assumptions.

Constraints

- Identify and list any project constraints.

4. TDG Project Cost

Please provide sufficient detail to define project costs and/or variances adequately:

- Total cost (forecast) vs. baseline budget deviation explanations. Insert rows as needed.**

Date	Current Forecast Amount	Most Recent Prior Amount	Baseline / Grant Agreement Amount	Expended to Date	Explanation of Deviations, Impacts, and Recovery Efforts

- Federal disbursements, deviation explanations. Insert rows as needed.**

Date	Federal (planned)	Federal (actual)	Comments

- TIFIA disbursements, deviation explanations. Insert rows as needed.**

Date	TIFIA (planned)	TIFIA (actual)	Comments

- Non-federal project disbursements, deviation explanations. Insert rows as needed.**

Date	Non-federal (planned)	Non-federal (actual)	Comments

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5. TDG Project – Significant Issues

Please provide sufficient detail to define any relevant project issues adequately:

- **Identify major contract awards or completions; items identified as deficient quality; project safety matters; problems with federal project requirements; or any other topics.** *Insert bullet points as needed.*

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PROJECT QUARTERLY REPORT (insert name of project)

TIGER PROJECT QUARTERLY REPORT

PROJECT TITLE:	
GRANTEE:	
COMPLETED BY:	TITLE:
TELEPHONE:	E-MAIL:

Grant Award ID #:	
Fiscal Year:	

Quarter	
1st	Oct, Nov, Dec _____
2nd	Jan, Feb, Mar _____
3rd	Apr, May, Jun _____
4th	Jul, Aug, Sep _____
Liquidation _____	

Master Scope	
Scope	Insert agreed upon scope here. The scope line items should be the same as the line items in the budget.

(multiple entries allowed)

<i>Example</i>	Design and construction of approximately 45,000 feet of roadway, with approximately 20,000 feet surfaced.
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Master Scope, deviations

Date	Comments	Resolution
<small>(multiple entries allowed)</small>		
Text	Text	Text

Examples

<i>1/1/2001</i>	<i>site acquisition issues</i>	<i>meeting 1/1/2001 with planners</i>
<i>1/1/2001</i>	<i>historic preservation requirement issues</i>	<i>meeting 1/1/2001 with planners</i>
<i>1/1/2001</i>	<i>community resistance to preferred site</i>	<i>meeting 1/1/2001 with planners</i>

Master Schedule, summary

Overall Project Completion Percentage	Latest Plan Percentage	Planning / Environment Completion Percentage	ROW Completion Percentage	Design Completion Percentage	Construction Completion Percentage	Status Update
%	%	%	%	%	%	Text

Master Schedule, detail

Major Activity	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Status Update
<small>(multiple entries allowed)</small>					
Text	Date	Date	Date	Date	Text

Example

<i>Completion of the design phase</i>	<i>1/1/2001</i>	<i>1/8/2001</i>	<i>6/1/2001</i>	<i>4/1/2001</i>	<i>design work completed ahead of schedule.</i>
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Master Budget, summary			
Current Total Project cost	Latest Budget	Baseline Budget	Variance
\$	\$	\$	\$

Master Budget, detail											
Cost Center	Original, Baseline Budget	Current, APPROVED BUDGET (1)	Obligations To Date	1ST QUARTER (2)	2ND QUARTER (3)	3RD QUARTER (4)	4TH QUARTER (5)	TOTAL EXPENDED / ENCUMBERED (6)	OUTSTANDING ENCUMBRANCES, Estimated to Complete (7)	UNEXPENDED / UNENCUMBERED BALANCE (9)	VARIANCE
(multiple entries allowed)											
INSERT LINE ITEM	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

PAPERWORK REDUCTION ACT STATEMENT OF PUBLIC BURDEN: USDOT will use information obtained through this collection to track TIGER funding and projects. Public reporting burden is estimated to average 6 hour per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. USDOT may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 2105-0046 with an expiration date of 09-30-2011. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Patricia Lawton, Information Collection Clearance Officer, U.S. Department of Transportation, 1200 New Jersey Ave SE, Washington, DC 20590 (Patricia.Lawton@dot.gov).