

TIGER DISCRETIONARY GRANT PROGRAM
TIGER II PLANNING: QUARTERLY PROGRESS PROJECT REPORT
FEDERAL HIGHWAY ADMINISTRATION

Submit one electronic copy to the FHWA TIGER II Planning Grants Point of Contact (FHWA Planning POC), Kenneth Petty, at Kenneth.Petty@dot.gov.

Department of Transportation
Federal Highway Administration
1200 New Jersey Avenue, SE
Washington DC, 20590
To the Attention of: Kenneth Petty
Topic: Quarterly Progress Report

The Recipient shall submit an electronic copy, in PDF format, to the FHWA AOTR and one electronic copy to the FHWA Planning POC on or before the 30th of the month following the calendar quarter being reported. Reports submitted under this provision satisfy the NOFA requirement for a midterm and final report.

Calendar Quarters are:

- (1) January - March (Due April 30)
- (2) April – June (Due July 30)
- (3) July – September (Due October 30)
- (4) October- December (Due January 30)

Each report shall contain concise statements covering the activities relevant to the project, including:

- A summary of work performed for the current quarter;
- A summary of work planned for the upcoming quarter;
- A description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in the Cooperative Agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered;
- A tabulation of the current and cumulative costs expended for each task, by quarter, versus budgeted costs; and
- SF425, Financial Status Report.

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PROJECT NAME:

REPORT QUARTER:

I. SUMMARY OF WORK PERFORMED FOR THE CURRENT QUARTER

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II. SUMMARY OF WORK PLANNED FOR THE UPCOMING QUARTER

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III. A DESCRIPTION OF ANY PROBLEM ENCOUNTERED OR ANTICIPATED THAT WILL AFFECT THE COMPLETION OF THE WORK WITHIN THE TIME AND FISCAL CONSTRAINTS AS SET FORTH IN THE COOPERATIVE AGREEMENT, TOGETHER WITH RECOMMENDED SOLUTIONS TO SUCH PROBLEMS; OR, A STATEMENT THAT NO PROBLEMS WERE ENCOUNTERED

IV. A TABULATION OF THE CURRENT AND CUMULATIVE COSTS EXPENDED FOR EACH TASK, BY QUARTER, VERSUS BUDGETED COSTS

PLEASE INCLUDE WHEN SUBMITTING YOUR QUARTERLY REPORT.

V. SF425, FINANCIAL STATUS REPORT

PLEASE INCLUDE WHEN SUBMITTING YOUR QUARTERLY REPORT.