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 <u>Kenneth.Petty@dot.gov</u>.

__.

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.

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 6.5 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-#### with an expiration date of ######## . 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).

TIGER II PLANNING: QUARTERLY PROGRESS PROJECT REPORT FEDERAL HIGHWAY ADMINISTRATION MODAL COORDINATOR: Kenneth Petty

PROJECT NAME:	
REPORT QUARTER:	
I. SUMMARY OF V	VORK PERFORMED FOR THE CURRENT QUARTER

TIGER II PLANNING: QUARTERLY PROGRESS PROJECT REPORT FEDERAL HIGHWAY ADMINISTRATION MODAL COORDINATOR: Kenneth Petty

II.	SUMMARY OF WORK PLANNED FOR THE UPCOMING QUARTER

TIGER II PLANNING: QUARTERLY PROGRESS PROJECT REPORT FEDERAL HIGHWAY ADMINISTRATION MODAL COORDINATOR: Kenneth Petty

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.