

## FHWA PERFORMANCE PROGRESS REPORT

### FHWA-PPR

Federal Highway Administration  
U.S. Department of Transportation

1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. Unique Entity Identifier (UEI)
		3b. EIN
4. Recipient Organization (Name and complete address including zip code)		5. Total Grant Award Amount
		6. NOFO Funding Year or Year Range
7. Grant Program Name		
8. Grant Project Name		9. Report Frequency Quarterly <input type="checkbox"/> Semiannual <input type="checkbox"/> Annual <input type="checkbox"/> Other <input type="checkbox"/>
10. Report Calendar Year	11. Report Period End Date	12. Final Report? Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Performance Narrative (Complete performance narrative fields as instructed in the PPR Instructions.)		
13a. Scope changes		
13b. Schedule changes		
13c. Budget changes		

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13d. Key accomplishments from last reporting period	
13e. Project risks and mitigation steps	
13f. Special events	
13g. NEPA approval date(s)	
13h. Construction Project – Substantial completion and open to traffic date(s)	
13i. Non-Construction – Project completion date	
<b>14. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.</b>	
14a. Typed or Printed Name and Title of Authorized Certifying Official	14c. Telephone (area code and number)
	14d. Email Address
14b. Signature of Authorized Certifying Official	14e. Date Report Submitted (month, day, year)
	15. Agency use only

OMB Approval Number:  
Expiration Date:

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### FHWA PPR INSTRUCTIONS

Federal Highway Administration  
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Item	Data Elements	Instructions
1	Awarding Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is the sub-agency within an awarding Federal agency.
2	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant award number contained in the award document. This could be the Federal Award Identification Number (FAIN) or other grant award identification number from the agency-approved grant administration system.
3a	Unique Entity Identifier (UEI)	Enter the recipient organization's Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM).
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Services.
4	Recipient Organization	Enter the name of recipient organization and address, including zip code.
5	Total Grant Award Amount	Enter the total grant fund award amount.
6	NOFO Funding Year or Year Range	Enter the Federal Fiscal Year or range of Federal Fiscal Years for the grant program as stated in the Notice of Funding Opportunity (NOFO).
7	Grant Program Name	Enter the name of the grant program.
8	Grant Project Name	Enter the grant project name.
9	Report Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high- risk grantees, as specified in OMB Circular A-110.
10	Report Calendar Year	Enter the calendar year for the reporting period.
11	Report Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final PPRs, the reporting period end date shall be the end date of the project or grant period.
12	Final Report?	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
13	Performance Narrative	Complete items 13a, 13b, 13c, 13d, 13e, 13f, 13g, 13h, and 13i following the instructions for each item.
13a	Scope changes	Describe any changes to the project scope in the grant agreement or the most recent amendment.
13b	Schedule changes	Describe any changes to the schedule milestones in the grant agreement or the most recent amendment.
13c	Budget changes	Describe any changes to the budget in the grant agreement or the most recent amendment.
13d	Key accomplishments from last reporting period	Enter key project milestones achieved during the reporting period. Examples include, initiation or completion of contractor procurement, community outreach activities,

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Item	Data Elements	Instructions
		status of NEPA document development, completion of a project phase, construction notice to proceed issued, start of construction, and/or construction completion.
13e	Project risks and mitigation steps	If there are scope, schedule, and/or budget changes, then enter a summary of the project risks and/or mitigation steps that have been or will be implemented to monitor the risks. The summary should identify a timeline for the implementation of risk mitigation.
13f	Special events	If a special public event, such as a groundbreaking or ribbon cutting, is planned or was held, then identify the event and enter the date for the special public event.
13g	NEPA approval date(s)	Enter the planned or actual NEPA document approval date for the grant project. If the grant project contains multiple components that require separate evaluation under the NEPA, then identify each grant component and enter the planned or actual NEPA document approval date for the component.
13h	Construction Grant – Substantial completion and open to traffic date(s)	Complete for construction grants: Enter the planned or actual construction substantial completion and open to traffic date for the grant project. If the grant project contains multiple components, then identify each grant component and enter the planned or actual construction substantial completion and open to traffic date for the component.
13i	Non-Construction Grant – Completion date	Complete for non-construction grants: Enter the planned or actual project completion date for the grant project.