

FHWA PERFORMANCE PROGRESS REPORT**FHWA-PPR**

Federal Highway Administration (FHWA)

U.S. Department of Transportation

1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Award Identification Number (FAIN)	3a. Unique Entity Identifier (UEI)
		3b. EIN
4. Recipient Organization (Name and complete address including zip code) Recipient Organization Name: Street1: Street2: City: State: Zip Code:		
5. Grant Program Name		6. Total Grant Award Amount
7. Grant Project Name		8. Report Frequency Quarterly ☐ Semiannual ☐ Annual ☐ Other ☐
9. Report Calendar Year	10. Report Period End Date	11. Final Report Yes ☐ No ☐
12. Performance Narrative (Complete performance narrative fields 12a, 12b, 12c, 12d, 12e, and 12f as instructed in the PPR Instructions.)		
12a. Key accomplishments from last reporting period		
12b. Identify and describe any scope, schedule, and/or budget concerns and summarize mitigation actions		
12c. Special events		

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12d. NEPA approval date(s)		
12e. Construction Grant– Substantial completion and open to traffic date(s)		
12f. Non-Construction Grant– Completion date		
13. 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.		
13a. Typed or Printed Name and Title of Authorized Certifying Official	13c. Telephone (area code and number)	
	13d. Email Address	
13b. Signature of Authorized Certifying Official	13e. Date Report Submitted (month, day, year)	
	14. Agency use only	

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FHWA PPR INSTRUCTIONS

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General instructions for completing the PPR are contained below. For further instructions on completing the PPR, please contact the Federal awarding agency's points of contact identified in your award document.

If additional space is needed to support the PPR, supplemental pages should be attached. The additional pages must include the following information at the top of each page: Federal Grant or other Identifying Award Number Assigned by Federal Agency, Recipient Organization, UEI, EIN, and Report Period End Date. The additional pages must include page numbers.

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 Award Identification Number (FAIN)	Enter the Federal Award Identification Number (FAIN) for the grant award issued by the Federal Agency.
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 Service.
4	Recipient Organization	Enter the name of recipient organization and address, including zip code.
5	Grant Program Name	Enter the name of the grant program.
6	Total Grant Award Amount	Enter the total grant fund award amount.
7	Grant Project Name	Enter the grant project name.
8	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.
9	Report Calendar Year	Enter the calendar year for the reporting period.
10	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.
11	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
12	Performance Narrative	Complete items 12a, 12b, 12c, 12d, 12e, and 12f following the instructions for each item.
12a	Key accomplishments from last reporting period	Describe the project progress activities accomplished during the reporting period. Examples include: initiation or completion of contractor procurement, community outreach activities, planning project progress updates, status of NEPA

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Item	Data Elements	Instructions
		document development, completion of a project phase, construction notice to proceed issued, start of construction, construction progress updates, and/or construction completion.
12b	Identify and describe any scope, schedule, and/or budget concerns and summarize mitigation actions	Identify and describe any project delivery concerns that may require a future change to scope, schedule, and/or budget. If there are scope, schedule, and/or budget concerns, then summarize the proposed mitigation actions, if any.
12c	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.
12d	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.
12e	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.
12f	Non-Construction Grant– Completion date	Complete for non-construction grants: Enter the planned or actual project completion date for the grant project.

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2125-XXXX. Public reporting for this collection of information is estimated to be approximately 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing, and reviewing the collection of information.

All responses to this collection of information are required to obtain or retain a benefit according to 2 CFR 200.329(b). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Department of Transportation, Federal Highway Administration, 1200 New Jersey Ave SE, Washington, D.C. 20590.