



Quarterly Progress Report Narrative TEMPLATE

Grant Agreement FAIN:

Date Submitted:

Recipient Name:

Project Manager:

Project Name:

Reporting Period: *(enter as fiscal year quarters)*

SECTION 1. SUMMARY OF WORK PERFORMED

Briefly describe activities conducted as they relate to performance goals, in general, or the project-specific metrics you provided:

SECTION 2. CONCERNS OR DELAYS

Describe any concerns or delays you are experiencing with your project. **Do you need DOT assistance.*

SECTION 3. SUMMARY OF WORK PLANNED FOR THE UPCOMING QUARTER

Briefly describe work planned for the upcoming quarter.

SECTION 4. BUDGET SUMMARY & NARRATIVE

Provide the following documents:

- [SF425](#)
- Revised budget, if necessary