



Quarterly Progress Report Narrative TEMPLATE

Grant Agreement FAIN:

Date Submitted:

Recipient Name:

Project Manager:

Project Name:

Reporting Period:



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.

If additional space is needed to respond to Sections 1–3, please attach separate pages. Include the section number, your FAIN, and reporting period on each additional page.

SECTION 4. BUDGET SUMMARY & NARRATIVE

Provide the following documents:

- SF425
- Revised budget, if necessary