BUILD AMERICA BUREAU

Grants Quarterly Progress Report

DOT Confirms Receipt _____

A. Submission Information

1. Report Submission Date (mm/dd/yy): 2. Report Quarter: 3. FFY:

4. FAIN	5. Project Title & Recipient Name		6. Project Type
7. Completed By (Name)	8. Title	9. Email	10. Phone

B. Overall Project Status: Must align with Work Plan

	Status *(Not Started (NS), In Progress (IP), Completed (C), On Time (OT), Delayed (D), Amended (A), No Change (NC)*	**Summary** Summarize the progress/general updates for each section
Scope	IP	
Schedule	C	
Budget	NS	
Significant Activities for this Quarter		
Significant Activities Planned for Next Quarter		

C. Risk

Concerns or Delays – Please list/describe any concerns that may lead to delays	**Requires DOT Assist** (Y/N)	**Likelihood of project success**
	N	Low

D. Financial Status

Budget Status (please attach SF425)

Budget Changes Submitted for DOT Review (Y/N)	**Explanation** Provide any necessary details
Y	

E. Major Milestones

Milestone Name (according to Work Plan)	**Status** *(In Progress (IP), Not Started (NS), Completed (C), No Change (NC)*	**Status Notes**
RFP Progress	NS	
Consultant/Contract(s)	C	
Staff Updates	NC	

F. Statement of Work (SOW) Task Status (SOW task(s) should refer to consultant contract as indicated in the recipient Work Plan)

Task #	Task Name	Status *(In Progress (IP), Not Started (NS), Completed (C)*	Task Started (Y/N)	Planned (Date)	Actual (Date)	Percent Complete (%)