

SMART Quarterly Progress Reports

This is a word document version of the questions required for the SMART Quarterly Progress Report. It is intended to allow you to assemble and fill your responses prior to submitting them through the web form, and to save a copy of your responses. **You must still submit your quarterly reports through the online form (<https://forms.office.com/g/0xwFNfBC5Z>) to comply with the program's reporting requirements.**

The Bipartisan Infrastructure Law (BIL) established the Strengthening Mobility and Revolutionizing Transportation (SMART) discretionary grant program in order for eligible public sector agencies to conduct demonstration projects focused on advanced smart community technologies and systems. Grant-funded projects should improve transportation efficiency and safety.

If you reached this page, you are a grant recipient responsible for reporting. Quarterly reporting periods end on 3/31, 6/30, 9/30, and 12/31, regardless of budget period start dates. Deadlines for quarterly and semi-annual reports are no later than 30 days after the end of the reporting period.

Lead Applicant Name *(Name of the entity that received the grant)*

Project Cluster *(Name of the project type/cluster that you have been assigned to for technical assistance)*

Name of Filer *(First and Last Name of the person completing this form)*

Email address of Filer

Reporting Period End Date *(3/31, 6/30, 9/30, 12/31)*

Note: for the following questions, there is a 4,000-character limit for each question (approximately 500 words per question)

Overall Status

Provide an overall status of the project's scope, schedule and budget.

Significant Activities and Accomplishments

Highlight key activities, accomplishments, and issues during the previous quarter. Report any meetings, audits and other reviews, design packages submitted, advertisements, awards, construction submittals, construction completion milestones, submittals related to any applicable Recovery Act requirements, media or Congressional inquiries, value engineering/constructability reviews, and other items of significance.

Unresolved and Significant Issues

Describe any highly significant or sensitive issues requiring action and direction in order to resolve. Provide a progress update on issues previously reported. Include administrative items and outstanding issues that could have a significant or adverse effect on the project's scope, schedule, or budget and for each item or issue, provide a status, responsible person(s), and due dates.

Be sure to address progress towards compliance and issues related to the National Environmental Policy Act (NEPA), the Build America Buy America Act, and the high labor standards prioritized in Executive Order 14052, "Implementation of the Infrastructure Investments and Jobs Act."

Please note: To request any significant scope or budget changes, please contact your Grants Management Specialist.

Top 10 Milestones

*What are the top ten milestones for your project? For each milestone, please include the planned completion date and the actual completion date, where applicable. **Provide milestones for the entire project, not just the reporting period. Keep the milestones the same each quarter when you report, and simply update the completion status of each one. This will help the reviewers keep track of your progress.***

Future Activities (Add anticipated start date and actual end date for completed activities as they are completed)

*What significant activities are you planning in the **next reporting period**?*