

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 2105-0584. Public reporting for this collection of information is estimated to be approximately 19 hours, 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 according to the [Infrastructure Investment and Jobs Act, Pub. L. No. 117-58, \(2021\)](#). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: RuralandTribalTA@dot.gov, U.S. Department of Transportation, 1200 New Jersey Avenue, Washington, D.C. 20590.

Quarterly Progress Report Template

Grant Agreement FAIN:

Recipient Name:

Project Manager:

Project Name:

Reporting Period:

Date Submitted:

SECTION 1. SUMMARY OF WORK PERFORMED

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

SECTION 2. HIGHLIGHTS OR WINS

Describe any highlights or wins you are experiencing with your project.

SECTION 3. CONCERNS OR DELAYS

Describe any concerns or delays you are experiencing with your project. DOT may be able to offer assistance to keep your project moving.

SECTION 4. SUMMARY OF WORK PLANNED FOR THE UPCOMING QUARTER

Briefly describe work planned for the upcoming quarter.

SECTION 5. BUDGET SUMMARY & NARRATIVE

Provide the following documents: