Federal Railroad Administration
Quarterly Progress Report Instructions

Overview

The Federal Railroad Administration (FRA) requires its Grant and Cooperative Agreement recipients (Grantees) to submit a Quarterly Progress Report (QPR) for each, individual Grant Agreement with FRA. FRA uses QPRs to monitor and assess Grantee progress against project goals within agreed-upon parameters, as documented in the signed Notice of Grant Agreement (NGA). This document provides instructions for completing the FRA's QPR form.

General Requirements

Grantees must submit QPRs, using the FRA-provided form, for all quarters during the grant period of performance as indicated on the NGA cover sheet.

QPR Reporting Cycle

Federal Fiscal Quarter	Starting Date	Ending Date	Due Date
Q1	October 1	December 31	January 30
Q2	January 1	March 31	April 30
Q3	April 1	June 30	July 30
Q4	July 1	September 30	October 30

Please refer to the guidance below when making project status selections throughout each section of the report:

On-Track: Everything is proceeding according to plan, as laid out in the NGA, Statement of Work, detailed work plans, and FRA-approved schedule and budget.

At-Risk: Foreseeable obstacles or challenges exist, or some minor issues have already occurred. The grantee may have a plan in place to mitigate these risks or prevent the issue from further escalating.

Off-Track: The project has deviated significantly from the original project plan, as laid out in the NGA, Statements of Work, detailed work plans, and FRA-approved schedules and budgets.

Grantees are reminded that submitted reports must be complete, thorough, accurate, and certified by a representative who is authorized to verify and submit data on behalf of the grantee.

Form Section A. Submission Information

Data Element	Instructions
1. Report Submission Date	Enter the date that the report is emailed to the FRA grant manager. Reports must be submitted quarterly, according to the "Required Reporting Cycle" table above.
2. Report Quarter	Use the drop-down menu to select the quarter covered by the completed QPR, including "Final" if the grant will close out this quarter.

3.	FFY	Enter the federal fiscal year (FFY) of the quarter for which you are reporting.
4.	Agreement Number	The agreement number as it appears in line 2 of the notice of grant award (NGA)
5.	Project Title	The project title as it appears in line 8 of the NGA.
6.	Project Type	The project type (e.g. PE/NEPA, FD/Construction, and/or Planning) as it appears in the NGA.
7, 8, 9, 10. Completed By (Name), Title, Email and Phone		Enter the name, title, email, and phone number of the individual certifying this report. This individual should be authorized to report on behalf of the grantee.
11. Certification		Check this box to certify accurate completion of this Quarterly Progress Report.

Form Section B. Overall Project Status

Data Element	Instructions
12. Scope	Use the drop-down menu to select the project status as it pertains to scope, based on the "General Requirements" guidance above. If the status is *At-Risk* or *Off-Track*, provide an explanation in the column to the right.
13. Schedule	Use the drop-down menu to select the project status as it pertains to schedule, based on the "General Requirements" guidance above. If the status is *At-Risk* or *Off-Track*, provide an explanation in the column to the right.
14. Budget	Use the drop-down menu to select the project status as it pertains to budget, based on the "General Requirements" guidance above. If the status is *At-Risk* or *Off-Track*, provide an explanation in the column to the right.
15. Significant Activities this Quarter	Number each accomplishment from this quarter (e.g. completion of a task, sub-task, or project milestone) and provide a brief narrative of each. Additional space is provided in Field 41: Status Notes.
16. Significant Activities Planned for Next Quarter	Number each accomplishment projected for next quarter and provide a brief narrative of each. Additional space is provided in Field 41: Status Notes.
17. Amendment Request?	Use the drop-down menu to select "Yes" if any items related above require an amendment. Use the secondary drop-down to select the current status of the amendment request, and provide further explanation in the space provided: • An amendment to the grant agreement has been requested and FRA has approved (select "Submitted and Approved"); • An amendment to the grant agreement has been requested and is pending FRA approval (select "Submitted and Pending"); or • An amendment to the grant agreement is currently required but not yet submitted for approval (select "Anticipated"). If none of these cases apply, select "No."

Form Section C. Financial Status

When completing this section, Grantees are reminded to provide their Grant Managers with advance notice of any substantial change to an approved Project budget. Grantees must submit a written budget change request to FRA for approval if: (1) the intended budget action will mean that total, cumulative budget changes between line items would now exceed 10% of the total project cost or (2) the budget

change will cause any line item within the budget to change by more than 10%, either positively or negatively, from the currently approved amount.

Budget Status	
Data Element	**Instructions**
18. Budget Changes?	Use the drop-down menu to select "Yes" if one or more of the following is true during the period covered by this report. Use the secondary drop-down to select the current status of the budget change request and provide further explanation in the space provided: • A budget change has been requested and FRA has approved (select "Submitted and Approved"); • A budget change has been requested and is pending FRA approval (select "Submitted and Pending"); • A budget change is currently required but not yet submitted for approval (select "Anticipated"); or If none of these cases apply, select "No."
Expenditures and Reimbursement Status	
Data Element	**Instructions**
19, 20, 21, 22. Actual Expenditures this Quarter	Provide the amount of total expenditures for this quarter by funding source including FRA award, grantee match, and other federal funds (if reporting on other federal funds is required in the NGA) and provide a cumulative total. Totals should match expenditures for this quarter only.
23. Accomplishments Related to Expenditures in this Quarter	Provide a brief narrative describing how expenditures for this quarter tie to the accomplishments for this quarter. In doing so, please indicate how specific expenditures align to the numbered accomplishments, as they are identified in Section B: Significant Activities this Quarter.
24. Accomplishments Related to Expenditures in Other Quarters (if applicable)	If one of the following is true, please provide further explanation: • One or more of the activities identified in Section B: Significant Activities this Quarter are not accounted for by this quarter's expenditures; or • One or more of the projected activities identified in Section B: Significant Activities Planned for Next Quarter are accounted for by this quarter's expenditures.
Reimbursement Forecast	
Data Element	**Instructions**
25. Planned Reimbursement Requests to FRA	Provide the value of invoices you plan to submit for reimbursement in the next quarter and the next four quarters (inclusive of the next quarter).
26. Unliquidated Obligations	If you reported any unliquidated obligations in line 10f of an SF-425 covering the period of this report, please select "Yes" and provide a narrative explanation.

Form Section D. Major Milestones

Grantees must complete this section if a funded project contains one or more of the components listed in **data elements 27 a-l**. Use the drop-down menu to indicate if each *applicable* milestone is On-Track, At-Risk, Off-Track, or Complete based on the guidelines provided in the "General Requirements" section of this document. Provide further explanation for any status marked At-Risk or Off-Track in the "Status Notes" section. Select "N/A" from the drop-down menu for any milestone that is not applicable (**data element 28**).

Next, provide the dates on which the applicable milestone is planned to be, or has been, completed (**data elements 29-30**). Finally, select "Yes" or "No" from the drop-down menu to indicate whether the status of the particular milestone has changed since the last report submission (**data element 31**). Provide an explanation if a status has changed since the last reporting cycle (**data element 32**).

All Projects	
Data Element	**Definition**
27a. Award of Sub-Contract(s)	One or more contracts have been awarded to the parties responsible for implementing the Statement of Work. Mark the status as complete once all sub-contract(s) have been awarded.
27b. Project Work Begun	Work toward one or more essential elements of the grant scope has begun.
27c. Project Substantially Complete	All essential elements of grant scope are complete and only grant closeout activities remain.
Projects with a Construction Component	
Data Element	**Definition**
27d. Construction Notice to Proceed Issued	FRA has issued official notice to the grantee stating the date on which the contractor(s) may begin construction work.
27e. ROW Acquisition Complete	Pre-existing railroad right-of-way (ROW) has been acquired in accordance with state and local requirements.
27f. Construction Ground-Breaking	Construction work has begun; may be recognized by a formal ground-breaking ceremony.
27g. Construction Substantially Complete	All construction tasks are complete and only closeout activities remain.
27h. Environmental Mitigation Complete	The list of mitigation commitments, found in the accompanying NEPA document, is fulfilled correctly.
27i. Ribbon-Cutting Ceremony	The official FRA event recognizing completion of the project.
27j. Commencement of Service or Use	Passenger rail service has begun as a result of project completion or infrastructure constructed as part of the project (stations, grade crossings, switches) are completed and ready for regular use.
Projects with a Rolling Stock Component	
Data Element	**Definition**
27k. Test Vehicle Delivery	Construction on first test vehicle is substantially completed and is ready for testing.
27l. First Rolling Stock Delivery	Completion of first production vehicle intended for revenue service and delivered to operator.

Form Section E. Statement of Work Task Status

Please provide updates to each task outlined in your NGA below. Include items at the task level only—progress made against any sub-tasks should be taken into consideration when documenting the overall task level progress. When determining task status, refer to the guidance provided above.

If any sub-task meets the requirement for "At-Risk" or "Off-Track" status, please mark the entire task accordingly. FRA understands that tasks may be composed of a number of sub-tasks, and that this

designation does not necessarily apply to the entire task. Please use the space provided in "Status Notes" to provide further explanation.

Data Element	Instructions
33, 34. Task # and Task Name	The pre-populated task numbers and names as outlined in the official NGA.
35. Status	Select the appropriate status from the drop-down menu for each task, according to the guidance provided above.
36. Task Started?	Select "Yes" or "No" from the drop-down menu.
37. Completion Date – Planned	Provide the dates on which the task is planned to be completed.
38. Completion Date – Actual	Once the task is complete, please enter that date here. Leave this field blank if not yet completed.
39. % Complete	Estimate the milestone completion percentage in increments of 5%. This should reflect the amount of work that has been completed on the task, not the amount of time that has passed in the period of performance.
40. Change to Status?	Select "Yes" or "No" from the drop-down menu to indicate if the status of the particular task has changed since the last report submission.
41. Status Notes	Provide a summary on recent progress, planned work, risks identified or deviations from the work plan. If an "At-Risk" or "Off-Track" status is selected for any tasks, you must provide information on the issue in the space provided. Please speak to issues present at the sub-task level and how those impact progress as a whole. While FRA understands that one or more of the following issues commonly hinder project progress, please provide context and narrative specific to your project: • Financial concerns, including cost over-runs • Coordination issues with state and/or local partner(s) • Buy America concerns or non-compliance • Project management and contracting issues • Legal disputes • Significant changes impacting construction activities or timelines (e.g. delays due to weather, materials/procurement , or labor issues) • Other

Report Submission

Review all of the responses carefully. When responses are thorough and accurate, check the *Certification* box in the first section, record the *Report Submission Date*, and submit to your FRA grant manager via email.