September 2010

Federal Railroad Administration
Quarterly Progress Report Instructions

Overview

FRA grantees are required to submit quarterly progress reports on project activities, which FRA uses to track activities against the approved project activities, schedule, and milestones detailed in the grant or cooperative agreement Statement of Work (SOW). Grantees must use the standard FRA progress report template and provide sufficient detail about the work achieved for the current quarter. Sub-recipient progress should also be included in the report.

Report Requirements

1. While the award is open and active, Grantees must submit a report for every quarter: January 1- March 31, April 1-June 30, July 1-September 30, and October 1-December 31.

2. The progress report is due on or before the thirtieth (30th) calendar day of the month following the end of the quarter being reported (e.g., July 30 for the April-June period).

3. The Grantee should send one copy of the progress report to the Grant Manager via email or mail.

4. If additional space is needed to support the information in the progress report, the Grantee may provide attachments.

Report Completion

The FRA progress report template is provided as an attachment in the Notice of Grant Award (NGA) and posted on the FRA website. The file includes both a blank report template and a sample of a completed report. General instructions for completing the FRA progress report template are below. If you have any questions, please contact your Grant Manager.

	Data Element	Instructions
		PRIME RECIPIENT
		GENERAL INFORMATION
1.	Grant No.	Enter the award number from the notice of grant award (NGA).
2.	WBS No.	This field is optional.
3.	Description	Enter the project title from the NGA.
4.	Grantee Manager	Enter the name of the Grantee's point of contact for the grant.
5.	FRA Manager	Enter the name of the FRA staff member who is responsible for managing the grant.
		PERFORMANCE PROGRESS
6.	Period Ending	Enter the ending date of the reporting period. Use one of the following quarterly reporting period end dates: 3/31, 6/30, 9/30, or 12/31.
7.	Start Date	Indicate the date that Federal sponsorship begins, as detailed in project period field of the NGA.
8.	End Date	Indicate the date that Federal sponsorship ends, as detailed in project period field of the NGA.
		FINANCIAL PROGRESS
9.	Funding Level	Enter the total amount of the award written in the NGA. This amount must only include funds obligated by the particular grant agreement. Do not include other supplements or funds that will be obligated in the future.
10.	Expended	Enter the cumulative amount of FRA fund expenditures. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services, the amount of indirect expense charged, the value of third-party in-kind contributions applied, and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; the value of in-kind contributions applied; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required.

	Data Element	Instructions
11.	Remaining	This figure is auto-populated in the form and should equal the award amount minus expended funds.
12.	% Expended	This figure is auto-populated in the form. The percent expended should equal expended funds divided by the award amount.
	NARRATIVE	
13.	Project Description	Enter a description that captures the overall purpose and scope of the project, as detailed in the SOW project description.
14.	Significant Accomplishments This Period	Provide a narrative describing the project activities, successes, findings, and events for the reporting period. These activities should map back to those detailed in the SOW. This should not be cumulative.
	CUMULATIVE FINANCIAL TRENDS	
15.	Estimated	Enter the estimated cumulative expenditures on a month by month basis. This should be based on the SOW project estimate/budget section. The estimates for each month should be set at the beginning of the reporting period. The cumulative financial trends graph in the progress report will auto-populate based on information entered in this section.
16.	Actual	Enter the cumulative amount of actual expenditures on a month by month basis. The cumulative financial trends graph in the progress report will auto-populate based on information entered in this section.
17.	Monthly	This figure is auto-populate in the form. This represents the actual expenditures for each month (not cumulative).
	PROJECT PROGRESS	
18.	Milestones and Deliverables	Enter the milestones and deliverables for the project from the SOW performance objectives and deliverables section. Use a separate line for each milestone or deliverable.
19.	Start	Enter the anticipated start date for each milestone or deliverable.
20.	Planned Completion	Enter the planned completion date for each milestone or deliverable. This should be the same as the "Target Delivery Date" given in the SOW.
21.	Revised Completion	Enter the revised completion date for each milestone or deliverable.
22.	Actual Completion	Enter the actual completion date for each milestone or deliverable. This date may vary from the planned or revised completion date.
23.	Planned Completion %	Enter the percentage of the milestone or deliverable work that was planned to be completed by the end of the reporting period. This should be updated every quarter. The project progress graph will auto-populate based on information entered in this section.
24.	Actual Complete%	Enter the percentage of the milestone or deliverable work that was actually completed by the end of the reporting period. The project progress graph will auto-populate based on information entered in this section.

	Data Element	Instructions
	NARRATIVE	
25.	**Technical/Cost/ Schedule Problems**	Provide a description of any technical, cost, or schedule problems encountered during the reporting period or anticipated in future reporting periods that may hinder project completion. If applicable, provide a description of how the problems were remediated. If the problems have not yet been remediated, list the proposed solutions or corrective action plans (with dates). Also report on the status of any outstanding problems from previous reporting periods. Grantees may also request FRA action in this section. If no problems were encountered during the reporting period, please state that in this section.
26.	**Work Planned for Next Period**	Provide a description of work and activities planned for the next reporting period. These activities should map back to those detailed in the SOW.