



Quarterly Performance Report

Date Submitted:

Grant Number:

Project Description:

Airport:

Location:

Reporting Period (Check One):

Fiscal Year:

<input type="checkbox"/>	1 st Quarter (Oct, Nov, Dec)
<input type="checkbox"/>	2 nd Quarter (Jan, Feb, Mar)
<input type="checkbox"/>	3 rd Quarter (Apr, May, Jun)
<input type="checkbox"/>	4 th Quarter (Jul, Aug, Sep)

Actual Accomplishments vs. Baseline goals

Task Item	Baseline Schedule	Revised Schedule	Actual Completion

Explanation for slippage of goals: *(Indicate impact of slippage for all subsequent task items)*

Impact to other AIP funded Projects:

No Impact *(Check only if there is no impact to other AIP funded projects)*

Potential Impact *(Identify below an impacts to other AIP funded projects)*

Impacts to PFC, F&E or Owner funded projects:

No Impact *(Check only if there is no impact to PFC, F&E or Owner funded projects)*

Potential Impact *(Identify below any impacts to PFC, F&E or Owner funded projects)*

Summary of Cost Overruns:

Provide summary of additional costs, change orders etc.



Performance Reporting Requirement

Federal Regulation 49 CFR Part 18 (aka Common Rule) establishes uniform administrative requirements for grants to State and Local Governments. Sub-part 18.40 addresses monitoring and reporting requirements for Grantees. Grantees are responsible for managing the day-to-day operations of grant activities that ensure compliance with applicable Federal requirements. Grantees must submit a performance report for each fiscal quarter the grant is active. This report must be submitted within 30 days of the end of the reporting period. The collection of this information is addressed under OMB control number 2105-0520.

Required Information

Per §18.40, the report must address the following elements:

1. Comparison of actual accomplishments to the objectives established for the period
2. Identify reasons for slippage
3. Identify impacts to other projects
4. Identify and explain any anticipated cost overruns

Form

The common rule only prescribes the requirements of the report. There is no official format for this report submittal. The attached form is a suggested format for submitting the required quarterly performance information. The Sponsor may use other formats provided the report adequately addresses the reporting information of § 18.40.

Task Items

The tasks that require performance tracking will vary per the type of project. The following lists provide recommended tasks for specific project types. Sponsors may add tasks as they deem appropriate.

Design Only Projects

Task Item
Establish Grant Agreement
Notice To Proceed Issued to A/E firm
Submittal of Final Plans and Specifications
Submittal of Grant Closeout Documentation

Construction/Equipment Projects

Task Item
Establish Grant Agreement
Notice-To-Proceed to Contractor
Substantial Completion (Beneficial Use)
Final Acceptance
Submittal of Grant Closeout Documentation

Land Projects

Task Item
Establish Grant Agreement
Complete Property Closure
Submittal of Grant Closeout Documentation

Planning Projects

Task Item
Establish Grant Agreement
Approval of Critical Design Aircraft/Forecast
Review Documents Completed
Final Signed Documents
Submittal of Grant Closeout Documentation