

# Quarterly Performance Report

Date Submitted: \_\_\_\_\_

Reporting Period (Check One):

Grant Number: \_\_\_\_\_

1<sup>st</sup> Quarter (Oct, Nov, Dec)

Airport: \_\_\_\_\_

2<sup>nd</sup> Quarter (Jan, Feb, Mar)

Location: \_\_\_\_\_

3<sup>rd</sup> Quarter (Apr, May, Jun)

4<sup>th</sup> Quarter (Jul, Aug, Sep)

## Actual Accomplishments vs. Baseline Goals *(Example task items are listed on back of form.)*

Task Item	Baseline Schedule	Revised Schedule	Actual Completion

## Explanation for Slippage of Goals:

*(Explain why original date was not met & provide 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 any impacts to other AIP funded projects.)*

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

**Potential Impact** *(Identify below any 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.)*

**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. & explain reasons for overruns.)*

## **Performance Reporting Requirement**

Federal Regulation 49 CFR Part 18 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 to ensure compliance with applicable Federal requirements. A grantee is required to submit a performance report for each fiscal quarter. 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.

The performance report shall, as a minimum, include the following:

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

This form is a suggested format for submitting the required quarterly performance information. Other formats may be used provided the above information is properly addressed.

The tracked accomplishments will vary per the type of project. The following examples list recommended tasks for specific project types (*for Actual Accomplishments vs. Baseline Goals section*):

### **Design Only Projects**

<b>Task Item</b>
Establish Grant Agreement
Notice To Proceed to A/E firm
Submittal of Final Plans and Specifications
Submit Design Grant Closeout Documentation (SF-271, Invoices)

### **Construction/Equipment Projects**

<b>Task Item</b>
Establish Grant Agreement
Notice-To-Proceed
Substantial Completion
Final Acceptance
Submit Grant Closeout Documentation (SF-271, Invoices)

### **Land Projects**

<b>Task Item</b>
Establish Grant Agreement
Complete Property Closure
Submit Grant Closeout Documentation (SF-271, Invoices)

### **Planning Projects**

<b>Task Item</b>
Establish Grant Agreement
Approval of Critical Design Aircraft/Forecast
Review Documents Completed
Final Signed Documents
Submit Grant Closeout Documentation (SF-271, Invoices)