

PERFORMANCE PROGRESS REPORT SF-PPR

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	
		3b. EIN	
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Identifying Number or Account Number	
6. Project/Grant Period Start Date: <i>(Month, Day, Year)</i> End Date: <i>(Month, Day, Year)</i>		7. Reporting Period End Date <i>(Month, Day, Year)</i>	8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No
		9. Report Frequency <input type="checkbox"/> <i>annual</i> <input type="checkbox"/> <i>semi-annual</i> <input type="checkbox"/> <i>quarterly</i> <input type="checkbox"/> <i>other</i> <i>(If other, describe: _____)</i> _____	
10. Performance Narrative <i>(attach performance narrative as instructed by the awarding Federal Agency)</i>			
11. Other Attachments <i>(attach other documents as needed or as instructed by the awarding Federal Agency)</i>			
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.			
12a. Typed or Printed Name and Title of Authorized Certifying Official		12c. Telephone <i>(area code, number and extension)</i>	
		12d. Email Address	
12b. Signature of Authorized Certifying Official		12e. Date Report Submitted <i>(Month, Day, Year)</i>	
		13. Agency use only	

FMCSA PERFORMANCE PROGRESS REPORT

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Federal Motor Carriers Safety Administration
U.S. Department of Transportation

INSTRUCTIONS

Schedule

Submit the original progress report to the Grant Manager's Office (usually this is the State's FMCSA Division Office). Reports are due 30 days after the end of the four quarter of the fiscal year, unless otherwise noted in the award document.

A FINAL PERFORMANCE REPORT (PPR) IS DUE 90 DAYS AFTER THE PROJECT PERIOD END DATE.

Item	Data Elements	Instructions
1.	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organization element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency. <i>Usually this will be the State FMCSA Division Office.</i>
2.	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award/PO number contained in the award document.
3a.	DUNS number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b.	EIN	Enter the recipients organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	Recipient Organization	Enter the name of the Recipient organization and address, including zip code.
5.	Recipient Account Number or Account	Enter the account number of any other identifying number assigned by the recipient to the award. This is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	Project/Grant Period	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends.
7.	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly PPRs, the following calendar reporting period end dates shall be used: 3/31; 6/30; 9/30; and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document. <i>In most cases, the frequency of reporting is quarterly.</i>
8.	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9.	Report or Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110. <i>Usually the frequency of reporting is required quarterly.</i>
10.	Performance Narrative	Attach a performance narrative as instructed by the awarding FMCSA Grant Program Manager (as summarized on the following page).
11.	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal agency.

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INSTRUCTIONS

The FMCSA SF-PPR Coversheet must be submitted by all Grantees. FMCSA SF-PPR Attachments are summarized in the following table for each FMCSA Grant Program.

FMCSA Grant Program	FMCSA SF-PPR
Border Enforcement Grant (BEG)	1. FMCSA SF-PPR Coversheet 2. SF-PPR-B
Commercial Driver License (CDL) Improvement Program	1. FMCSA SF-PPR Coversheet 2. SF-PPR-B
CDL Information System (CDLIS)	1. FMCSA SF-PPR Coversheet 2. SF-PPR-B
CMV Operator Safety Training (CMV Ops)	1. FMCSA SF-PPR Coversheet 2. SF-PPR-B
Commercial Vehicle Information Systems and Networks (CVISN)	1. FMCSA SF-PPR Coversheet Only
Motor Carrier Safety Assistance Program (MCSAP) Basic and Incentive	1. FMCSA SF-PPR Coversheet 2. MCSAP Formula Programs Monitoring Report
MCSAP High Priority (HP)	1. FMCSA SF-PPR Coversheet 2. MCSAP Discretionary Programs Monitoring Report
MCSAP New Entrant Safety Audit (NE)	1. FMCSA SF-PPR Coversheet 2. MCSAP Discretionary Programs Monitoring Report
Performance and Registration Information systems Management (PRISM)	1. FMCSA SF-PPR Coversheet 2. SF-PPR-B_PRISM
Safety Data Improvement Program (SaDIP)	1. FMCSA SF-PPR Coversheet Only