

**SRTS Progress Report for  
Infrastructure and Non-Infrastructure Projects**

(rev. 4/08)

**Date:** \_\_\_\_\_  
**Agency/Organization:** \_\_\_\_\_  
**Federal Project Number:** \_\_\_\_\_  
**Project Description:** \_\_\_\_\_

	<b>Target Date</b>	<b>Actual Date</b>
<b>FOR INFRASTRUCTURE PROJECTS</b>		
Obtain authorization proceed with Preliminary Engineering (PE)		
Conduct Student tally and Parent Survey		
Complete the environmental document		
Complete final design and Plans, Specifications & Estimates (PS&E)		
Obtain authorization to proceed with right of way (if appropriate)		
Obtain right of way clearance (certification)		
Obtain project authorization to proceed with construction		
Advertise project for construction		
Submit first invoice and progress report		
Award the project		
Complete construction		
Conduct Student Tally and Parent Survey		
Submit final invoice with a report of expenditures. Close out project		

	<b>Target Date</b>	<b>Actual Date</b>
<b>FOR NON-INFRASTRUCTURE PROJECTS</b>		
Obtain federal authorization to proceed		
Conduct Student Tally and Parent Survey		
Initiate project implementation		
Submit first invoice		
Conduct Student Tally and Parent Survey		
Submit final invoice, report of expenditures, produce tangible deliverables, close out project		

**Prepared by:** \_\_\_\_\_

**Title:** \_\_\_\_\_