Montana Department of Transportation
Highway Traffic Safety
Project Status Report
Form Instructions

General Information

This guide provides instructions regarding the proper completion of the quarterly project status reporting form. This document will provide guidance and further explanation that will be helpful when completing this form. However, if you need additional clarification, please contact your program planner (see contact list at the end of the document).

Project Name

Provide the name of your project that was submitted on the application for funding and included in your contract.

Contract Number

This number can be found in the final contract/agreement you were sent. It is located in the upper right hand corner.

Quarter

Indicate the quarter you are reporting on. For monthly submission - include the appropriate month in the corresponding quarter - i.e. Quarter 1 box will include October, November and December reporting.

Objective

The objectives added here should come directly from the application you submitted to SHTSS for initial funding. All objectives that were provided in the application should be contained on this report. To add an objective, simply hit the “Add Objective” button. Should you make a mistake on an objective you can remove it by hitting the “Delete Objective” button.

Progress Notes

Indicate, in the appropriate quarter, the progress you have made in meeting your objectives. This should include all activities conducted, media, public education, and any other accomplishments that have been made to meet the objective. If no activity was performed for an objective in the quarter, indicate NA. This form can be saved and added to for each quarter.

Submitted By

Indicate who is submitting this form and the date it was submitted.

MDT Staff Comments

This is for MDT use only. Please do not put any information in this box.
Contacts

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