

Semi-Annual Report Outline

Name of Organization:

Project Title:

Project Period: (Start date – End date)

Grant ID Number:

Grant Award Amount: (Amount received by EPA)

Reporting Period: (First, Second)

Project Leader/Contact Information: (Name, Phone Number, Email)

Brief Project Description: (6-10 sentences)

Project Tasks, Objectives & Accomplishments: (4-6 sentences)

Task 1: (from work plan)

Accomplishments:

- (Detail accomplishments related to **this** period's activity. Provide **measurable results**, as appropriate.)

Task 2: (from work plan)

Accomplishments:

- (Detail accomplishments related to **this** period's activity. Provide **measurable results**, as appropriate.)

Funding Status:

(Provide information on money drawn down, remaining account balance, any changes that needed to be made to the budget, etc.)

Upcoming Events/Assistance Required:

(List any upcoming events related to the project or organizations involved, request any additional assistance needed by your EPA Project Officer - including technical assistance such as GIS mapping, soil sampling, etc.)