

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**

*(Expires 08/16/2013)*

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**WaterSMART Grants  
SEMI-ANNUAL PROJECT PERFORMANCE REPORT TEMPLATE  
By Recipient**

Provide the following report to the Project Manager within 30 days following the end of each reporting period (October 1-March 31 and April 1-September 30).

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**Date:**

**Reporting Period:** Oct. 1, (*year*) - March 31, (*year*)

(Circle one) April 1, (*year*) - Sept. 30, (*year*)

**Recipient:** (entity name, contact person, phone number, and address)

**Project Name:**

**Assistance Agreement Number:**

- 1. List the milestones scheduled to be completed in this reporting period as established by the financial assistance agreement.**
- 2. Is the project on schedule? Has the project met the expected milestones as established by the financial assistance agreement?** (If milestones were not met, please explain the reasons they were not met and potential solutions for addressing issues)
- 3. What is the status of any milestones from the previous reporting period that were not met?**
- 4. Is the project on schedule to meet its expected completion date?** (If not, please address steps being taken to bring the project back on schedule.)
- 5. Is the project proceeding in accordance with the original cost estimate?**
- 6. Identify any other pertinent issues related to the status of the project.**
- 7. Attachments (if applicable)**