WaterSMART Grants
SEMI-ANNUAL PROJECT PERFORMANCE REPORT TEMPLATE
By Recipient

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

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)