**Semi-Annual Report Outline**

**Name of Organization:**

**Project Title: Grant ID Number:**

**Project Period:** (Start date – End date) **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.)