

Reclamation Manual

Directives and Standards

WaterSMART Grants SEMI-ANNUAL PROJECT PERFORMANCE REPORT TEMPLATE By Reclamation Grants Officer Technical Representative

Please provide the following information to the Policy Coordinator within 10 business days of receipt of the grant recipient's report. Please also include a copy of the recipient's report.

Date:

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

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

Recipient:

Project Name:

Reclamation Grants Officer Technical Representative:

Assistance Agreement Number:

- 1. Is this project on schedule? Have milestones listed in the agreement for this reporting period been met?** (If not, please describe potential solutions to meet the scheduled milestones, what steps are being taken to get the project back on schedule, and whether a request for a time extension will be necessary)
- 2. Is this project proceeding in accordance with the budget described in the financial assistance agreement?**
- 3. Is there any reason that the original water savings estimate for this project should be revised at this point?**
- 4. Have methods for tracking project benefits been discussed with the recipient? Please identify any potential issues regarding tracking the benefits of the project.**
- 5. Is this project in compliance with recipient reporting requirements?**
- 6. Are there any issues related to the account for Reclamation's administrative funding (i.e., charges that need to be reversed, shortage or surplus of funds, etc.)?**
- 7. Please identify any other pertinent issues or problems with the project.**