Healthy Communities Grant Program
Quarterly Report Outline

Name of Organization:
Project Title: Grant ID Number:
Project Period: (Start date – End date) Grant Award Amount: (Amount received by EPA)
Reporting Quarter: (First, Second, Third, Forth, etc.)
Project Leader/Contact Information (Name, Phone Number, Email)

Brief Project Description: (3-5 sentences)

Project Tasks, Objectives & Accomplishments: (2-3 sentences)

Task 1: (from work plan)
Accomplishments:
- (Detail accomplishments related to **this** quarter's activity. Provide **measurable results**, as appropriate.)

Task 2: (from work plan)
Accomplishments:
- (Detail accomplishments related to **this** quarter'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.)